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**SECTION J  
STUDENTS**

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## EQUAL EDUCATIONAL OPPORTUNITIES

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the school district will foster an educational environment that provides equal educational opportunities for all students.

Educational programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status or handicap.

Adopted: April 5, 1982  
Revised: December 3, 1990  
Revised: January 4, 1993  
Revised: August 19, 1996

Cross Refs: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
ACB, Nondiscrimination on the Basis of Handicap

Legal Refs: Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972(42 U.S.C.§2000)  
Equal Pay Act, as amended by the Education Amendments of 1972 (29 U.S.C. § 206)  
P.L. 92-318, Education Amendments of 1972, Title IX 45 CFR, Parts 81, 86 20 U.S.C. §1681 et seq.)  
P.L. 93-112, Rehabilitation Act of 1973, Section 504 (29 U.s.C. 794)  
Individuals with Disabilities Education Act (20 U.S.C. §§ 1400 et. seq.)  
§§ 162.670, et seq., 231,055, 070 RSMo. Supp.  
Annual Local Education Agency Compliance Plan under Part B of the Education of the Handicapped, as amended by P.L. 94-142.  
20 U.S.C. § 1401 et seq.  
Americans with disabilities Act (42 U.S.C. 12101 et seq.)

Fort Zumwalt School District, O'Fallon, Missouri

## SCHOOL ATTENDANCE AREAS

The boundaries of attendance for each school in the school district will be established by the Board of Education. All modifications or alterations in such boundaries will be approved by the Board. The superintendent of schools may make recommendations to the Board on the maintenance or alteration of established boundaries of attendance centers. Assignment of an individual student to a school will be based on the student's legal residence.

### Disabled Students

Disabled students will be assigned to the attendance center which provides the most appropriate educational services for that student.

### Request for Reassignment

Parental requests for reassignment of their child to a specific school within the district must be provided in writing. Reassignments are only allowed when psychological implications warrant or when required by federal law. For psychological incidents, the District reserves the right to have the District psychologist review all recommendations for transfers under these circumstances. If deemed necessary, the student may be asked to see the District psychologist.

The decision on reassignment will be made by the superintendent or his/her designee and is subject to review by the Board of Education.

Requests for student transfer may be received at any time. Except for extenuating circumstances, transfers will be made only at the beginning of a semester. Furthermore, transfer requests will be contingent upon the parents' acceptance of the following conditions:

1. Parents and/or guardians accept the responsibility to provide their child's transportation to and from the receiving school except in cases mandated by federal law.
2. The transferred student will be considered a permanent transfer and will attend the succeeding grades at that building.
3. Upon completion of the grade sequence at the reassigned school, the student will be assigned to the secondary school, if applicable, as originally designated by the legal residence, or make a new application for transfer.
4. Kindergarten students who transfer to a school outside their attendance area due to baby-sitting arrangements, must return to the school in their attendance area for first grade.

All transfers are contingent on a student's acceptable attendance, behavior and academic performance. A student's opportunity to attend may be revoked if problems occur in any of these areas or if their home school meets mandated achievement gains, transportation will be terminated.

Adopted: August 21, 1995  
Revised: December 21, 1998  
Revised: June 28, 1999  
Revised: July 17, 2000  
Revised: July 19, 2004

Fort Zumwalt School District, O'Fallon, Missouri

## SCHOOL ATTENDANCE AREA REQUESTS

### REQUESTS FOR TRANSFERS WITHIN DISTRICT

Parents who wish to request a transfer within District schools must submit the request in writing to the Assistant Superintendent Student Personnel Services.

Transfer requests will be evaluated using the following criteria:

1. Enrollment in the schools, grade levels, and individual classes being considered.
2. Students attendance, academic performance and behavior as well as his/her current academic needs.
- \*3. The student's educational welfare or mental or physical health.
4. Achievement levels of home and receiving Title 1 schools.
5. Federal guidelines regarding school safety.

\* The Superintendent or his/her designee may request documentation by a qualified professional practitioner regarding the circumstances from the parent/guardian.

### REQUESTS FOR TRANSFER OF ASSIGNED KINDERGARTEN SESSION

Parents who wish to request a change in the assigned kindergarten session for their child should complete a form indicating reasons for the request and return to the building principal. The form is available in the principal's office and in the District Policy manual. The request for session transfer will be considered according to the following guidelines:

1. The granting of the transfer request will not create an imbalance in the class size of the session to which the child would be transferred.
2. The transfer must be needed because of a hardship to the family.
3. Parents must provide their own transportation.

### REQUEST FOR TRANSFER TO KINDERGARTEN PROGRAM OUTSIDE OF THE CHILD'S ATTENDANCE AREA OF RESIDENCE

Parents who wish to request a change in kindergarten building location must make a written request to the Assistant Superintendent Student Personnel Services. The requests for placement in kindergarten will be granted provided that:

1. Acceptance into the out-of attendance area kindergarten building would not create an imbalance in kindergarten class size.
2. Parents must be able to provide transportation to and from the kindergarten session assigned.
3. Requests will be granted for the kindergarten year only.

### REQUESTS FOR SPECIAL ATTENDANCE AREA CONSIDERATION WHEN MOVING WITHIN THE DISTRICT.

Requests for children to remain in the school of current attendance after the parents have changed residence within the district will be granted for the remainder of the school year. Requests must be made in writing to the Assistant Superintendent Student Personnel Services and parents would be required to provide transportation to the school in which they wish their child to remain.

### REQUEST FOR HIGH SCHOOL STUDENTS ATTENDANCE AREA CONSIDERATION WHEN MOVING WITH THE DISTRICT

Any student who begins attending one of the district high schools and moves to a different high school area, may continue at the original high school of enrollment, but must provide his/her own transportation. If a student completes his/her junior school year and it becomes necessary to move out of the school district during the senior year, the student may complete his or her senior year in the district tuition free. Request should be made in writing to the Assistant Superintendent Student Personnel Services.

REQUEST FOR STUDENT MOVING WITHIN DISTRICT TO COMPLETE FINAL YEAR OF GRADE SEQUENCE  
AT ORIGINAL SCHOOL.

Any student that has completed the 4th or 7th grade and moves to a different attendance area within the Fort Zumwalt School District may complete the final year of the grade sequence at the original school. This applies to a student entering or in the 5th and 8th grades. Requests should be made in writing to the Assistant Superintendent Student Personnel Services.

Approved: August 4, 1986  
Revised: August 15, 1994  
Revised: December 21, 1998  
Revised: July 21, 2003  
Revised: July 19, 2004  
Revised: July 17, 2006

Fort Zumwalt School District, O'Fallon, Missouri

## COMPULSORY ATTENDANCE AGES

Any child between the ages of five and seven who is enrolled in the Fort Zumwalt School District shall attend the academic program on a regular basis, unless a written request to drop the child from the school rolls is made by the parent, guardian, or other person having charge, control or custody of the child. Any child who is a resident of the school district and who is between the ages of seven and sixteen years shall attend a day school, public or private, as specified in state law. The Board of Education shall abide with the compulsory attendance laws of Missouri by requiring district resident children between the ages of seven and seventeen or sixteen years of age if fewer than sixteen (16) credits have been earned years to attend school full-time, with the exception of those students who may be excused from full-time attendance by the superintendent. Individual petitions for any deviation from full-time attendance shall be considered by the superintendent on the merits of the individual student's application.

Any student age sixteen years or older who drops out of school for any reason other than to attend another school, college or university, or to enlist in the armed services, shall be reported to the state literacy hotline office.

Adopted: April 5, 1982  
Revised: December 3, 1990  
Revised: June 21, 2010

Cross Refs: JECBB, Admission of Transfer Students  
JECC/JECD, Assignment of Students to Schools and Classes

Legal Refs: §§ 167.031 -.111, 167.275 RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

## SCHOOL ADMISSIONS

### **Student Attendance**

The Board of Education shall provide free public education to all students who are residents of the school district and who are between the age of five (5) and twenty-one (21) years and who otherwise qualify for admission under Missouri law. Any senior qualifying for graduation at the end of the school semester and attaining age 21 during the course of the semester may complete that particular semester tuition free.

Persons seeking admission to the district and its instructional programs must satisfactorily meet all residency, academic, age, immunization, discipline and other eligibility prerequisites as established by Board policy and law. Students enrolling in Kindergarten or First Grade must provide proof of a comprehensive, vision exam by January 1 of the first year in the district in accordance with law. Students who are homeless will be admitted in accordance with Board policy and law.

Students who transfer to the district from another district will be placed in accordance with Board policy.

### **Entrance Age**

To be admitted to the Fort Zumwalt School District, a child must be five (5) years old for purpose of kindergarten and summer school prior to a kindergarten school term, and six (6) years old for purpose of first grade, before August 1 of the school year in which he or she plans to enroll. Any child who has completed the kindergarten year shall not be required to meet the age requirements for entrance into first grade. The district will honor private school Kindergarten transfers provided the instructor is a certified teacher, there is a written curriculum for the core academics and the student is recommended for promotion to first grade. The building principal will make a final determination on placement after a complete review of all related information.

Any transfer student who wishes to enroll in the district after having started the school year or the summer school prior to a kindergarten school term in a metropolitan or qualified urban district in this state will be exempt from the entrance age requirement as allowed by law.

### **Requests for Student Records**

Within two business days of enrolling a student, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records, from all schools previously attended by the student within the last 24 months.

### **Foster Children**

The district designates Assistant Superintendent of Student Personnel Services as the liaison for foster care children. The liaison will provide advisory assistance regarding all aspects of the enrollment, placement, transfer and withdrawal of children in foster care.

### **Statement of Prior Suspension, Expulsion or Criminal Offense**

The Board of Education requires the parent, guardian, or other person having control or charge of a child of school age to provide upon enrollment a signed statement indicating whether or not the student has been suspended or expelled from a public or private school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student must affirm that the student has not been convicted of or charged with an act listed in the "Admission Restriction" section of this policy. This registration document shall be maintained as a part of the student's scholastic record.

### **Students Suspended or Expelled From Another District**

Without the superintendent or designee's permission no student may enroll in a school in the district during a suspension or expulsion from another district in state or out-of-state including a private, charter or parochial school or school district if it is determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district. The parent, guardian or student may request a conference with the superintendent or designee to consider if the conduct of the student would have resulted in a suspension or expulsion in this district. If it is determined that such conduct would have resulted in a suspension or expulsion in this district, the superintendent or designee may make such suspension or expulsion from another district effective. If it is determined that such conduct would not have resulted in a suspension or expulsion in this district, the superintendent or designee shall not make such suspension or expulsion from another district effective. Before making any decision, the superintendent or designee will consider whether the student received the due process required by law.

Prior to enrollment of any student suspension or expulsion from another school for an act of school violence as defined in § 160.261.0 RSMo district, a remedial conference will be held in accordance with policy JGD.

### **Admission Restriction**

In accordance with § 167.171, RSMo, no student may be readmitted or enrolled to a regular program of instruction in the school district who has been convicted of or charged with an act which if committed by an adult would be one of the following:

1. First degree murder under § 565.020, RSMo;
2. Second degree murder under § 565.021, RSMo;
3. First degree assault under § 565.050, RSMo;
4. Forcible rape under § 566.030, RSMo;
5. Forcible sodomy under § 566.060, RSMo;
6. Robbery in the first degree under § 569.020, RSMo;
7. Statutory rape under § 566.032 RSMo;
8. Statutory sodomy under § 566.062 RSMo;
9. Distribution of drugs under § 195.212, RSMo;
10. Arson in the first degree under § 569.040, RSMo; or
11. Kidnapping, when classified as a class A felony under § 565.110, RSMo.

Nothing in this section shall prohibit the re-admittance or enrollment of any student if a charge has been dismissed, or when a student has been acquitted of any of the above acts. This section does not apply to a student with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student's disability. If the district maintains an alternative education program, and the district determines that the placement is appropriate, a student subject to these admissions restrictions may be admitted to such an alternative education program.

Adopted: April 5, 1982  
Revised: July 19, 1982  
Revised: December 3, 1990  
Revised: February 3, 1992  
Revised: August 21, 1995  
Revised: November 18, 1996  
Revised: December 21, 1998  
Revised: June 28 1999  
Revised: June 19, 2000  
Revised: June 18, 2001  
Revised: October 20, 2003  
Revised: July 18, 2005  
Revised: June 30, 2008

FILE: JEC  
Critical  
Page 3

Revised: June 21, 2010

Cross Refs: IGBCA, Programs for Homeless Students  
IGBCB, Programs for Migrant Students  
JE, Student Attendance  
JEA, Compulsory Attendance  
JEB, Entrance Age  
JECA, Admission of Resident Students  
JECB, Admission of Nonresident Students  
JECC, Assignment of Students to Schools/Classes  
JGF, Discipline Records and Reporting  
JHCB, Inoculations of Students  
JO, Student Records

Legal Refs: §§ 43.408.2, 160.051 - .053, .055, .261-.262, 167, .023, .101, .122, .161,  
.171, 195.212, 210.481-.536, 565.020-.021, .050, .110, 566.030, .060, 569.020,  
.040,RSMo.  
McKinney-Vento Homeless Education Assistance Improvement Act of 2001, 42 U.S.C. §§ 11431-  
11435.

Fort Zumwalt School District, O'Fallon, Missouri

## ADMISSION OF RESIDENT STUDENTS

In order to register a student, the parent, legal guardian, military guardian or the student shall provide proof of residency as defined in JECA-R or proof that a waiver has been requested as outlined below and shall complete all admission requirements as determined by Board policies, rules and regulations. Students who do not meet the residency requirements may apply for admission in accordance with Board policy JECB, Admission of Nonresident Students.

At least one of the following criteria shall be used in determining student residency.

1. The student physically resides and is domiciled in the district. The domicile of a minor child shall be the domicile of a parent, court-approved legal guardian, or military guardian pursuant to a military guardianship. A power of attorney document alone is insufficient to satisfy the "court approved legal guardian" requirement.
2. The student physically resides in the district for reasons other than obtaining access to the district's schools, regardless of with whom the student is living, and has a waiver of proof of residency on file.
3. The student is otherwise legally entitled to attend school in the district including, but not limited to; a student who is a homeless child; a student attending a school not in the student's district of residence as a participant in an interdistrict transfer program established under a court-ordered desegregation program; a student who is a ward of the state and has been placed in a residential care facility by state officials; a student who has been placed in a residential care facility due to a mental illness or developmental disability; a student attending a school pursuant to §§ 167.121 and 167.151, RSMo.; a student placed in a residential facility by a juvenile court; a student with a disability identified under state eligibility criteria if the student is in the district for reasons other than accessing the district's educational program; a student attending a regional or cooperative alternative education program; or a student attending an alternative education program on a contractual basis.

### **Waiver of Proof of Residency**

In cases where a student wishes to register but such student does not live with a parent, military guardian or court appointed guardian in the district, the student, parent, legal guardian, military guardian must present proof that a waiver has been requested in the last 45 days. Waiver of proof of residency may only be granted on the basis of hardship or good cause. Under no circumstances shall athletic ability be a valid basis of hardship or good cause for the issuance of a waiver. The Board shall convene a hearing to consider the request as soon as possible, but no later than 45 days after the receipt of the waiver request, or else the waiver shall be granted.

Once a waiver of proof of residency has been requested, the student may be permitted to register and attend school until such time as the Board decides to grant or deny the waiver request. If the Board grants the waiver request, the student will be allowed to continue attending school in the district. If the Board denies the waiver request, the student shall not be allowed to continue attending school in the district.

In instances where there is reason to suspect that admission of the student will create an immediate danger to the safety of other students and employees of the district, the superintendent or designee may convene a hearing within five (5) working days of the registration request to determine whether or not the student may register.

Adopted: April 5, 1982  
Revised: December 3, 1990  
Revised: August 3, 1992  
Revised: August 16, 1993  
Revised: November 18, 1996  
Revised: December 21, 1998  
Revised: June 18, 2001  
Revised: July 18, 2005  
Cross Ref: JEC, School Admissions  
JECB, Admission of Nonresident Students  
Legal Ref: Horton v. Marshall Public Schools 769 F. 2d 1329 (8th Cir. 1985)  
Martinez v. Bynum, 461 U.S. 321 (1983)  
§§ 167.020, .121, .151, 452.375, 475.060 RSMo

Fort Zumwalt School District, O'Fallon, Missouri

## ADMISSION OF RESIDENT PART-TIME STUDENTS

The Board of Education believes that high school enrollment should be a full-year program. However, eligible students may demonstrate the need for release from full-time attendance.

Specific regulations and procedures for permitting eligible students to complete their high school education on a part-time attendance basis during their eight semesters will be developed by the administration and approved by the Board. All students attending the Fort Zumwalt schools on a part-time basis must meet all requirements and procedures established for part-time attendance.

Adopted: August 16, 1982

Revised: August 21, 1995

Fort Zumwalt School District, O'Fallon, Missouri

FORT ZUMWALT HIGH SCHOOL  
PART-TIME ATTENDANCE PERMISSION SLIP

Date

\_\_\_\_\_

I give permission for

\_\_\_\_\_

to attend school on a part-time basis effective on

\_\_\_\_\_

an ending on \_\_\_\_\_. Hours of periods of attendance will be \_\_\_\_\_

\_\_\_\_\_. I understand and have been given a copy of the rules and regulations concerning part-time attendance as established by the Board of Education.

Parent

signature

\_\_\_\_\_

Student

signature

\_\_\_\_\_

Counselor

signature

\_\_\_\_\_

Principal

signature

\_\_\_\_\_

Approved: August 16, 1982

Fort Zumwalt School District, O'Fallon, Missouri

## ADMISSION OF RESIDENT PART-TIME STUDENTS

The following eligibility requirements, procedures and regulations shall serve as guidelines governing part-time student attendance in the Fort Zumwalt Schools. A student that maintains status of dual enrollment is not considered a part-time student.

### Eligibility

1. The students must have completed seven semesters (including up to one summer semester) and be progressing satisfactorily toward completion of graduation requirements.
2. The students should demonstrate the need for release from full-time attendance. This should be presented in writing to the high school principal and will remain in effect until regular class commencement.

### Students Not Eligible for Released Time

1. Enrollees in the Lewis & Clark Area Vocational School must attend Fort Zumwalt High School for three (3) consecutive periods prior to or after attending the Vocational School.
2. Students who have not completed seven (7) semesters.
3. Students whose graduation status would be in jeopardy because of release time.
4. Students who have not been enrolled in the district for at least one (1) year.

### Procedure for Applicants

1. The student should present a letter of application for released time stating reasons for the benefits of fewer hours of attendance.
2. The student should provide a statement from the employer confirming the working schedule. In the case of a college dual enrollee a confirmation of courses taken should be presented.
3. The student should provide a letter from the parents/guardians approving the released time from school.
4. The principal will complete a part-time attendance slip (FILE: JECCA-E) upon approval.
5. The written request and all supporting documents outlined above must be filed with the principal by Nov 1<sup>st</sup>.

### Rules and Regulations Governing Part-Time Students

1. A part-time student will be governed by rules and regulations applicable to full-time students.
2. Graduating part-time students may participate in commencement after completing all graduation requirements. To maintain senior status a student must enroll in a minimum of three hours.
3. Part-time students will be restricted from loitering on campus except for a reasonable time before and after the periods he or she is enrolled. The student may be required to report to a specific area of the campus at a specific time. The area and a definition of reasonable time will be determined by the building principal.

4. Transportation - Transportation will be provided only on regular bus routes established for full-time students.
  - Part-time students are eligible for transportation to or from school on regular bus routes, provided the student is enrolled in the first or last period of the school day and lives one (1) mile or more from the attendance center which the student would be eligible to attend as a full-time student.
  - Part-time students shall abide by the same student transportation rules and regulations as full-time students.
  - Final determination for eligibility to ride the bus shall be left to the Assistant Superintendent of Administrative Services.
5. Only full-time students (those attending six (6) hours per day) completing eight (8) semesters will be eligible for valedictorian or salutatorian.

#### ACTIVITY PARTICIPATION

1. Participation in those activities governed by the Missouri State High School Activities Association (MSHSAA) will be governed by MSHSAA rules.
2. Participation in local activities not governed by MSHSAA, such as membership in clubs and school functions, will be authorized for part-time students but will be limited to eight (8) consecutive semester of participation commencing with the first semester the individual is enrolled in the ninth grade.

Approved: August 16, 1982  
Revised: August 21, 1995  
Revised: July 19, 2004  
Revised: July 18, 2005

Fort Zumwalt School District, O'Fallon, Missouri

FORT ZUMWALT SCHOOL DISTRICT  
ADMISSION OF RESIDENT STUDENTS

Kindergarten Session Transfer Request Form

School \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

CHECK ONE:  
A.M. to P.M. \_\_\_\_\_  
P.M. to A.M. \_\_\_\_\_

Reason for requesting session transfer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

Notice to Parent:

Your request for session transfer must represent a definite hardship to the family for consideration. The district must balance the numbers of students to the capacity and resources of each school. If the request for session transfer is honored, it must be understood that transportation will not be provided for the noon pick up or return.

\_\_\_\_\_ Session transfer honored      \_\_\_\_\_ Session transfer denied

Reason for disapproval or stipulations (if approved):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal

cc:      Transportation

Approved:      August 4, 1986  
Revised:      March 3, 1995  
Revised:      August 19, 1996

STATE OF MISSOURI  
COUNTY OF ST. CHARLES

FILE: JECA-E-1  
FORT ZUMWALT SCHOOL DISTRICT  
110 VIRGIL STREET  
O'FALLON MO 63366

AFFIDAVIT FOR ESTABLISHMENT OF RESIDENCE  
FORT ZUMWALT SCHOOLS

Part I - Affidavit of Parent/Guardian

Parent/guardian's last name: \_\_\_\_\_ Child's last name (if different): \_\_\_\_\_

Being first duly sworn upon my (our) oath, I (we) state:

1. That I (we) am (are) the parents of the following minor child(ren) named:

_____	_____	_____
Name	Date of Birth	Grade
_____	_____	_____
Name	Date of Birth	Grade
_____	_____	_____
Name	Date of Birth	Grade
_____	_____	_____
Name	Date of Birth	Grade

2. That I (we) am (are) residing until further notice at \_\_\_\_\_  
\_\_\_\_\_ phone: \_\_\_\_\_

and will continue to live within the boundaries of the Fort Zumwalt School District \_\_\_\_\_  
while my (our) child/children is/are enrolled in the Fort Zumwalt Schools.

- 3. That I (we) understand that it is in violation of Missouri law to submit false information for residency and that the school district may recover the cost of educating my (our) child/children if false information is filed at the approximate rate of \$36.00 per day for elementary/middle school, and \$36.00 per day for high school.
- 4. My (our) child/children is/are not currently under suspension or expulsion from any school. I (we) understand that falsification or failure to provide information concerning student discipline is in violation of Missouri law.
- 5. I (we) will provide to the District within one month of enrollment a billing statement that has been mailed to the above address (listed on #2 of this form) from my (our) **bank, loan, or credit card company.**

**IN WITNESS WHEREOF**, I (we) have hereunto set my (our) hand(s) this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Approved: December 21, 1998  
Revised: June 29, 2009  
Fort Zumwalt School District, O'Fallon, Missouri

STATE OF MISSOURI  
COUNTY OF ST. CHARLES

**FORT ZUMWALT SCHOOL DISTRICT**  
110 VIRGIL STREET  
O'FALLON, MISSOURI 63366

**AFFIDAVIT FOR ESTABLISHMENT OF RESIDENCE**  
**FORT ZUMWALT SCHOOLS ON TUITION-FREE BASIS**

**Part II - Affidavit of District Resident/Property Owner**

Being first duly sworn upon my(our)oath, I(we) state:

1. That I(we) have read the above Affidavit of Parent in Part I and state that the facts contained in paragraphs 1,2,3,4,5, and 6 therein are true to the best of my(our) knowledge, information and belief.
2. In the event that the facts in said affidavit are false, I(we) agree to be jointly and severely liable to the Fort Zumwalt School District for **the full amount of tuition** established by the Board of Education for the period of time in which said minor child(ren) are enrolled.

IN WITNESS WHEREOF, I(we) have hereunto set my(our) hand(s) this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
District Resident Signature

\_\_\_\_\_  
District Resident Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Approved: December 21, 1998

Fort Zumwalt School District, O'Fallon, Missouri

**QUALIFIED MINOR AFFIDAVIT**

I, \_\_\_\_\_, request that the Fort Zumwalt School District allow me to enroll in \_\_\_\_\_ High School pursuant to the Qualified Minor Law. I believe I am entitled to enroll based on the following, which I swear under oath to me to be true:

1. My birth date is \_\_\_\_\_. Hence, I am sixteen or seventeen years of age.
2. I do not currently have a fixed, regular and adequate nighttime resident and, hence, am considered "homeless." I am currently living at \_\_\_\_\_.
3. I am self-supporting. I support myself by \_\_\_\_\_.
4. My parent(s) have consented to my living independent of their control.
5. I am capable of making my own educational and medical decisions.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT'S SIGNATURE

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

Approved: July 19, 2004

Fort Zumwalt School District, O'Fallon, Missouri

ADMISSION OF RESIDENT STUDENTS

REQUESTS FOR PERMISSION TO ENROLL IN THE FORT ZUMWALT SCHOOL DISTRICT AS A RESIDENT OF THE DISTRICT REQUIRES ONE OF THE FOLLOWING DOCUMENTS:

1. Copy of a lease agreement, with receipt documenting deposit, title, or closing document for residence.
2. Copy of utility bill with name and address of resident. Residence would constitute that address being serviced.
3. Start up notice from utility company with name and address of resident. Residence would constitute that address being serviced.

If the above documentation cannot be secured, a resident would need to complete JECA-E-1 and JECA-E-2, having both documents notarized.

Approved: August 4, 1986  
Revised: August 15, 1994  
Revised: December 21, 1998

Fort Zumwalt School District, O'Fallon, Missouri

## ADMISSION OF NONRESIDENT STUDENTS

Unless otherwise required by law, this district does not accept nonresident students. A nonresident student shall be defined as a student who does not meet the requirements to be a resident student of the Fort Zumwalt School District as defined in Board policies and the law.

Nonresident students admitted pursuant to the following exceptions or as otherwise mandated by law will not be required to file for a waiver of residency.

1. The following non resident students will be admitted and are exempt from complete or partial tuition charges:

- ▶ Children placed by the department of mental health, the department of social services or by court order in facilities or programs located within the district will be admitted even if the child's domicile is in another district.

The district is entitled to local tax effort from each student's domiciliary district. The district may, if such funds are available and pursuant to law, receive payment from the Department of Elementary and Secondary Education (DESE) for such students in lieu of the local tax effort payments from the domiciliary district.

- ▶ Orphaned children, as defined by the courts, who have a permanent or temporary home within the school district may attend school without paying tuition.
- ▶ Children with only one (1) living parent who have a permanent or temporary home within the school district may attend school without paying tuition.
- ▶ Children whose parents do not contribute anything to their support and are unable to pay tuition, and who have a permanent or temporary home within the school district, may attend school without paying tuition.
- ▶ Children whose parents or guardians pay school taxes on property in the school district but do not live in the district may attend school in the district on a tuition/tax credit basis. School taxes paid to the school district by the parents or guardians of nonresident students shall be deducted from the tuition charge applicable to the school term or fractional part thereof, concurrent with the calendar year in which the taxes are paid. The deduction will be prorated among the number of students per family attending the district's schools. A tax statement must be submitted to the appropriate administrator before a student can be admitted.
- ▶ Children whose parents or guardians own real estate of which 80 acres or more are used for agricultural purposes and upon which their residence is situated may attend school, without paying tuition, in any district in which part of such real estate, contiguous to that upon which his or her residence is situated, lies, provided that 35 percent of the real estate is located in the district of choice. Such parents or guardians are required to send notification by June 30 to all school districts involved specifying which district their children will attend. If notification is not received, such children shall attend the school in which the majority of the parent or guardian's property lies. Attendance at any other district will require the payment of tuition.

2. The district may admit nonresident students pursuant to a contractual arrangement, the Enrollment Option Act or as otherwise permitted by law. A nonresident student enrolled pursuant to an enrollment option program shall be counted as a resident pupil for the purposes of determining state aid.
3. In the event the Board allows a nonresident teacher employed by the district to send his or her children to the district, such children will be considered resident pupils for the purpose of determining average daily attendance. The Board shall not solicit or receive money from a teacher employed by the district for the purpose of paying tuition or any other expenses of the operation of schools.
4. Foreign exchange students living within the boundaries of the school district who have obtained a J-1 visa and who are sponsored by an organization listed on the Council on Standards for International Educational Travel (CSIET) Advisory List who are living within the boundaries of the school district may enroll in the school district. Such enrollment will be conditioned upon approval of the superintendent and the building principals. Attendance by a foreign exchange student is a privilege, not a right.

Appropriate letters of affidavit (JECB-E-1 and JECB-E-2) will be required of those nonresident students exempt from complete or partial tuition charges.

Adopted: April 5, 1982  
Revised: January 5, 1987  
Revised: December 3, 1990  
Revised: January 4, 1993  
Revised: August 15, 1994  
Revised: December 21, 1998  
Revised: June 19, 2000  
Revised: August 18, 2003  
Revised: July 18, 2005

Cross Refs: IGBCA, Programs for Homeless Students  
JECBA, Admission of Exchange Students

Legal Refs: §§ 163.011, 167.121 - .151, 168.151, RSMo.  
USC §§ 1101, 1372

Fort Zumwalt School District, O'Fallon, Missouri

## ADMISSION OF EXCHANGE STUDENTS

Foreign exchange students living within the boundaries of the school district who have obtained a J-1 visa and who are sponsored by an organization listed on the Council on Standards for International Educational Travel (CSIET) Advisory List will be allowed to enroll in the district without paying tuition. Compliance with district policies and procedures is required before the district will enroll a foreign exchange student.

A foreign exchange student is defined as a foreign national having a residence in a foreign country who has been granted a J-1 visa for temporary admission to the United States for the purpose of participating in an educational exchange program.

### District Requirements for Consideration and for Filing an Application

1. The district will accept foreign exchange students from sponsoring agencies approved and published by the CSIET. The district will only enroll foreign exchange students with a J-1 visa. South and West High School will enroll no more than 10 foreign exchange students at one time and North will enroll no more than five foreign exchange students.
2. Foreign exchange students must be proficient in both written and oral English. The district may deny enrollment to a foreign exchange student if it appears that the student will have significant communication problems. It is the responsibility of the sponsoring agency to verify the English proficiency of foreign exchange students in their program, and proof of English proficiency must be submitted to the district.
3. Foreign exchange students must be between the ages of 15 and 18 at the time of enrollment.
4. Foreign exchange students must live with a host family residing within the boundaries of the district.
5. Foreign exchange students must file their registration at the high school principal's office no later than July 15 prior to the start of the school year for which they are applying and no later than November 1 if applying for the second semester.
6. The exchange student or the sponsoring agency must supply the district with the following registration information:
  - < A completed enrollment form.
  - < A complete academic history of the student, including a completed academic transcript, translated into English if necessary; the number of years of school completed prior to enrollment; the number of years required in the student's home country for the completion of secondary school; and proof of English proficiency.
  - < A signed medical release and proof of health insurance.
  - < The host family's name, address and telephone number.
  - < The placement representative's name, address and telephone number.
  - < The confirmation of the visa status of the student.
7. Foreign exchange students must also provide proof of immunization and meet other enrollment requirements as set forth in state law and Board policy.

8. The superintendent or designee will make the decision to admit or deny enrollment to any foreign exchange student. Enrollment may still be denied even if all of the above information has been provided to the district.

### **General Rules**

1. All foreign exchange students will take a full academic course load.
2. The district will assign foreign exchange students to grades and classes based upon the student's transcript information. The district may reassign students if it later determines reassignment to be in the student's best interest. A foreign exchange student will be graded on a pass-fail basis.
3. Unless otherwise required by law, the sponsoring agency, not the district, will provide additional services that the exchange student may require (e.g., tutors, special reading programs, etc.).
4. All foreign exchange students shall be subject to all rules, regulations and policies of the district. In addition to normal disciplinary sanctions, violations of these rules may result in removal or expulsion of the foreign exchange student from the high school, as well as referral to the sponsoring agency.
5. Each foreign exchange student who successfully completes a year will be awarded a Certificate of Attendance. This certificate will be presented at commencement exercises.

### **District Requirements of Sponsoring Agencies and Parents of Foreign Exchange Students**

1. The sponsoring agency is responsible for obtaining all necessary records and information regarding the foreign exchange student and for submitting those records to the high school principal in accordance with district deadlines.
2. The sponsoring agency is responsible for the placement of students with appropriate families and for dealing with any of the personal problems affecting the exchange students in relationship to their families and their residential assignments.
3. The sponsoring agency is responsible for reporting to the high school principal any change in the placement of the foreign exchange students.
4. The sponsoring agency and the parents of the foreign exchange student are jointly responsible for obtaining and maintaining all required legal documentation.
5. The sponsoring agency and the parents of the foreign exchange student are jointly responsible for determining what, if any, credit is granted by any other school for academic work in the Fort Zumwalt School District.
6. The sponsoring agency will be available to school personnel for consultation and advice on any matters and problems relative to their program and to those students who are enrolled in the district.

Adopted: April 5, 1982  
Revised: December 5, 1983  
Revised: April 6, 1992  
Revised: July 18, 2005

Fort Zumwalt School District, O'Fallon, Missouri

FORT ZUMWALT SCHOOL DISTRICT

Application for Admission of a Foreign Exchange Student
For the School Year

Name of Student

Age Date of Birth

Home City and Country

Host Family Information

Name

Street City State Zip

Telephone (Home) (Work) (Cell)

Host family children currently enrolled in the Fort Zumwalt School District (if any):

Name School Grade

Name School Grade

Name School Grade

Sponsoring Agency or Exchange Program

Local Representative Name

Telephone (Home) (Work) (Cell)

I have read Fort Zumwalt Policy JECBA and agree to abide by the requirements of that policy. I further understand a diploma will not be received from the Fort Zumwalt School District.

Signature of Host Parent Date

Date Received Approval of School Official

STATE OF MISSOURI  
COUNTY OF ST. CHARLES

FORT ZUMWALT SCHOOL DISTRICT  
110 VIRGIL STREET  
O'FALLON, MISSOURI 63366

**AFFIDAVIT FOR CHILD TO ATTEND  
FORT ZUMWALT SCHOOLS ON TUITION-FREE BASIS**

**PART 1 - AFFIDAVIT OF PARENT**

Being first duly sworn upon my(our)oath\*, I(we) state:

1. That I(we) am(are) the natural parents of a minor child named

\_\_\_\_\_.

2. That said child is \_\_\_\_\_ years of age. (D.O.B.: \_\_\_\_ / \_\_\_\_ / \_\_\_\_).

3. That I(we) hereby delegate to \_\_\_\_\_,  
(District Resident from Part II)

the following powers regarding the care and custody of said minor child:

- υ To provide for and authorize **emergency care and treatment**, including any and all necessary medical, hospital and dental services for my(our) son/daughter;
- υ To enroll my(our) son/daughter in the school of the Fort Zumwalt School District and to make all educational decisions for said child during his(her) enrollment.

4. That said child presently lives within the boundaries of the Fort Zumwalt School District of O'Fallon, Missouri, with \_\_\_\_\_,  
(District Resident from Part II)

at the following address: \_\_\_\_\_  
(District Resident Address)

and will continue to live within the boundaries of the Fort Zumwalt School District while enrolled in the Fort Zumwalt schools.

5. That said child is **not** living with the above-listed resident of the Fort Zumwalt School District for the **primary purpose of attending the District schools**, but for the following other reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*NOTE: Falsely swearing or affirming upon an oath can constitute perjury, which is a felony under the criminal law of the State of Missouri.**

6. That said child has no money to pay tuition to the Fort Zumwalt School District and that I(we) **do not and will not contribute to the child's support while said child is enrolled in the Fort Zumwalt School District.**
7. In the event that the facts in this affidavit are false, I(we) agree to be jointly and severally liable to the Fort Zumwalt School District for **the full amount of the tuition** established by the Board of Education for the period of time in which said minor child is enrolled.
8. All exceptions that are made to enroll nonresident students are contingent on the student maintaining acceptable attendance, behavior and academic performance.

IN WITNESS WHEREOF, I(we) have hereunto set my(our) hand(s) this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

\*\*\*\*\*

Subscribed and sworn to before me this:

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Approved: January 4, 1993  
Revised: December 21, 1998

Fort Zumwalt School District, O'Fallon, Missouri

STATE OF MISSOURI  
COUNTY OF ST. CHARLES

**FORT ZUMWALT SCHOOL DISTRICT**  
110 VIRGIL STREET  
O'FALLON, MISSOURI 63366

**AFFIDAVIT FOR CHILD TO ATTEND**  
**FORT ZUMWALT SCHOOLS ON TUITION-FREE BASIS**

**Part II - Affidavit of District Resident**

Being first duly sworn upon my(our)oath, I(we) state:

1. That I(we) have read the above Affidavit of Parent in Part I and state that the facts contained in paragraphs 1,2,3,4,5, 6 and 8 therein are true to the best of my(our) knowledge, information and belief.
2. In the event that the facts in said affidavit are false, I(we) agree to be jointly and severely liable to the Fort Zumwalt School District for **the full amount of tuition** established by the Board of Education for the period of time in which said minor child is enrolled.

IN WITNESS WHEREOF, I(we) have hereunto set my(our) hand(s) this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
District Resident Signature

\_\_\_\_\_  
District Resident Signature

Subscribed and sworn to before me this \_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Approved: January 4, 1993  
Revised: December 21, 1998  
Fort Zumwalt School District, O'Fallon, Missouri

TUITION AGREEMENT

THIS AGREEMENT, made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2003, by and between \_\_\_\_\_ (hereinafter referred to as "Parent"), an individual or individuals, and the FORT ZUMWALT SCHOOL DISTRICT (hereinafter referred to as the "District"), a seven-director school district located in St. Charles County, Missouri.

WHEREAS, Parent represents that he/she is the parent or guardian of, or is otherwise responsible for caring for the following school-aged child/children:

<u>NAME</u>	<u>AGE</u>

WHEREAS, Parent further represents that he/she does not currently reside within the boundaries of the District, but that the Parent has entered into a contract to purchase/build a dwelling located at \_\_\_\_\_, within the District and that the Parent will begin living in such dwelling before the end of the current semester of the 200\_ - 200\_ school year; and

WHEREAS, the District is willing to enroll the child/children listed above and to allow the Parent to send his/her child/children to District school tuition-free, but only if the Parent begins living in the District before the end of the current semester.

NOW THEREFORE, the parties hereto agree as follows:

1. The District agrees to waive tuition for the child/children listed above so as the Parent begins living within the District before the end of the current semester. Parent agrees to provide to the Superintendent a copy of the closing documentation/papers on the dwelling within 10 days of the date the parent begins living within the District.
2. In the event the Parent does not begin living within the District before the end of the current semester, the Parent agrees to pay tuition to the District. The tuition amount shall be \$\_\_\_\_\_ per year per child enrolled in the District. However, the tuition amount shall be pro-rated to reflect only that portion of the school year that said child/children were actually enrolled.
3. The tuition referred to in paragraph 2 shall be due and payable to the District on June 30, 200\_. If payment is not made within 30 days, the Parent agrees to be responsible for reasonable collection costs, including reasonable attorney's fees.
4. The provisions of this Agreement will be governed by the laws of the State of Missouri.
5. This Agreement constitutes the entire agreement between Parent and the District, and supersedes all prior understandings, whether oral or written, between parties. Any

amendments or modifications to this Agreement must be in writing and signed by the parties. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, successors, and assigns.

IN WITNESS of this Agreement, the parties have signed this document on the dates written below.

NOTE: Unless the child/children are living with only one parent or guardian, both parents must sign below.

PARENT(S)

\_\_\_\_\_  
Print Father/Guardian's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Mother/Guardian's Name

\_\_\_\_\_  
Signature

The above individual(s) , who are known to me, appeared before me and signed this Tuition Agreement as their free act and deed on the date shown below.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

Approval of District Administration

\_\_\_\_\_  
Signature

Approved:        October 20, 2003

Fort Zumwalt School District, O'Fallon, Missouri

## ADMISSION OF NONRESIDENT STUDENTS

### REQUESTS FOR PERMISSION TO ENROLL IN THE FORT ZUMWALT SCHOOL DISTRICT PRIOR TO ACTUALLY HAVING RESIDENCE IN THE DISTRICT

Parents may request in writing to the Assistant Superintendent Student Personnel Services that their child/children be enrolled in the Fort Zumwalt School District prior to actually assuming residence in the district according to the following guidelines:

1. Completion of a Student Data Form
2. Documentation of your residency pending completion of your new home  
(*Example: Copy of lease or rental agreement OR copy of utility bill with your name and address OR copy of change of address from your bank*)
3. Copy of sales contract (with all contingencies removed) on your home under construction.
4. Copy of valid driver's license, passport or official photo identification

### REQUESTS TO CONTINUE TO ATTEND SCHOOL IN THE FORT ZUMWALT SCHOOL DISTRICT AFTER RESIDENCE HAS BEEN ESTABLISHED IN ANOTHER DISTRICT

Children of parents who have moved from and currently reside outside of the Fort Zumwalt School District will be allowed to continue to attend Fort Zumwalt Schools if the date of the move is within a reasonably short time period of a grading period (quarter or semester). Should parents desire to have children attend for a period longer than two weeks, they must make that request in writing to the Assistant Superintendent Student Personnel Services. Tuition would be charged to the parents in order for their child to be able to continue attending Fort Zumwalt Schools. Tuition students may be accepted providing that school and class enrollment allows for an additional student. As well, students would be required to maintain acceptable attendance, discipline, and academic progress throughout the approved exception.

### APPLICATION TO ATTEND FORT ZUMWALT SCHOOL ON A TUITION-FREE BASIS

Parents may request that students be allowed to attend the Fort Zumwalt School District while living outside for reasons of hardship or good cause. Upon approval it will be necessary for the parent and district resident to complete JECB-E-2 and JECB-E-3 and have notarized prior to enrollment. If denied, the applicant may file a written request to the Board of Education which must be reviewed within 45 (forty-five) days of the request. All waiver requests are validated on the basis of hardship or good cause.

Approved: August 4, 1986  
Revised: January 4, 1993  
Revised: August 15, 1994  
Revised: August 17, 1998  
Revised: December 21, 1998  
Revised: September 20, 1999  
Revised: August 18, 2003

Fort Zumwalt School District, O'Fallon, Missouri

## ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES

The Board believes that a student should be placed in the grade level and classes that best meet the student's academic needs, after consultation with the student's parent or guardian. A student's social and emotional needs will also be considered, to the extent that they affect academic progress. Although the district will first consider placing students in grade levels or classes with students of similar age, age will not necessarily be the determining factor. Further, any student's placement may be adjusted by the principal or designee as needed, after consultation with the student's parent or guardian.

Students receiving special education services will be placed in accordance with law.

The decision of the building principal regarding student placement and transfer of credit may be appealed to the superintendent. The superintendent's decision may be appealed to the Board.

### **Transfers from Accredited Schools**

For the purpose of this policy, an "accredited school" is any school accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by that state or country's department of education, NCA, ISACS or the equivalent agencies.

In general, if a student transfers to the Fort Zumwalt School District from an accredited school, this district will accept the units of credit completed in the previous school and rely on the grade level placement in the previous school to the extent that it coincides with the district's program. However, the district may adjust the student's placement as needed to meet his or her educational needs, after consultation with the student's parent or guardian.

All credits must be equated to the Carnegie Unit as defined in Missouri. Only credits that correspond to course offerings accepted by the Missouri State Board of Education or by the Fort Zumwalt School District may be accepted to meet graduation requirement.

### **Transfers from Unaccredited Schools**

For the purpose of this policy an "accredited school" is any public, private or home school that does not meet the definition of "accredited" above.

In general, if a student transfers to the Fort Zumwalt School District from an unaccredited school, the building principal or designee will examine a number of criteria to determine grade level or class placement including age, achievement tests or other performance data, transcripts, course descriptions, textbooks used and home-schooling logs. If necessary, the district will administer additional tests to aid placement decisions. Once placed, the district may further adjust the student's placement to meet his or her educational needs, after consultation with the student's parent or guardian.

The district will attempt to award credit for classes completed in previous schools if there is sufficient evidence of achievement. All credits must be equated to the Carnegie Unit as defined in Missouri. Only credits that correspond to course offerings accepted by the Missouri State Board of Education or by the Fort Zumwalt School District may be accepted to meet graduation requirements.

Adopted: January 4, 1993  
Revised: June 28, 1999  
Revised: August 18, 2003

Cross Refs: IGBA, Programs for Students with Disabilities  
IKF, Graduation Requirements

Legal Refs: §§ 167.031, RSMo.  
Fort Zumwalt School District, O'Fallon, Missouri

## PROGRAMS FOR HOMELESS STUDENTS

The Fort Zumwalt Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law will give special attention to ensure that homeless children in the school district have access to a free, appropriate public education.

Homeless students are those identified as such as defined in the Stewart B. McKinney Homeless Assistance Act.

### **ENROLLMENT/PLACEMENT**

If a child identified as homeless requests admission to the school district, the district will consider the best interest of the child with parental involvement in determining whether the child should be enrolled in the district or, if applicable, transported back to the school of origin.

Enrollment requirements which may constitute a barrier to the education of a homeless child or youth may be waived at the discretion of the superintendent if allowed by law. If the district is unable to determine the grade level of the student because of missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

### **SERVICES**

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged, disabled, and gifted and talented students, vocational programs, and school meals programs; before- and after-school care programs; and programs for students with limited English proficiency.

In the event that it is in the best interest of the homeless child or youth to attend the district of origin, it shall be the responsibility of this School District to provide for the transportation of the student. This may be achieved through the transportation services of this district, the district of origin, or another outside agency.

### **RECORDS**

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records, and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Rights and Privacy Act.

### **COORDINATOR**

The Board designates the Assistant Superintendent Student Personnel Services as the district's homeless coordinator to ensure compliance with the Stewart B. McKinney Homeless Assistance Act. According to the Act, the homeless coordinator will "ensure that homeless children and youth enroll and succeed in the schools of that agency; and homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services."

The homeless coordinator will also ensure that disputes regarding the placement or education of homeless children or youth are resolved in a timely fashion.

The district shall inform school personnel and service providers working with homeless families of the duties of the district homeless coordinator.

## **RESOLVING GRIEVANCES**

Level I – A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recap of the action taken during the informal charge state. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with support evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

Level II – Within five (5) working days after receiving the decision at Level I, the complainant may appeal the decision to the superintendent by filing a written appeals package. This package shall consist of the complainants' grievance and the decisions rendered at Level I. The superintendent will arrange for a personal conference with the complainant at their earliest mutual convenience. Within five (5) working days after receiving the complaint, the superintendent shall state a decision in writing to the complainant, with supporting evidence and reason.

Level III – If resolution is not reached in Level II, a similar written appeals package shall be directed through the superintendent to the Board of Education requesting a hearing before the Board at the next regularly scheduled or specially called meeting. The hearing before the Board may be conducted in closed session upon the request of either the Board or the complainant. Within thirty (30) working days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For district purposes, the decision of the Board of Education is final.

Level IV – If the complainant is dissatisfied with the action taken by the school district, a written notice stating the reasons for dissatisfaction may be filed with the state director of the Federal Grants Management Section. The state director will initiate an investigation, determine the facts relating to the complaint, and issue notice of his or her findings within thirty (30) days to the school district and the complainant. If the findings support the action taken by the school district, such action will be confirmed. If the findings support the allegations of the complainant, the school district will be directed to take corrective action. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education. Within thirty (30) days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant and all other interested parties in writing.

Adopted: September 18, 2000  
Revised: August 18, 2003

Legal Refs: Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11431 et seq.)  
P.L. 90-247. Family Educational Rights and Privacy Act of 1974

Fort Zumwalt School District. O'Fallon, Missouri

## STUDENT WITHDRAWAL FROM SCHOOL

Students withdrawing from school shall notify the principal of their last day of attendance and complete necessary withdrawal procedures through the counseling office. The Drop/Transfer form contained within the Counseling and Guidance Services Handbook shall be completed by the counselor.

In the event a student drops out of school and the appropriate withdrawal procedures are not followed and no forms are completed by the counselor, further efforts will be coordinated by the counselor in consultation with the principal to contact the student to encourage re-entrance. These coordination efforts could include involvement of the crisis counselor. An effort should be made to contact the student within three days after becoming aware the student has possibly dropped out of school. In instances where personal contact has not been made within ten days, a letter should be sent to the parent or legal guardian by regular mail, as well as by certified mail, indicating the student is being dropped from school due to lack of attendance. In the event the student is under sixteen years of age, the appropriate officials should be notified.

Adopted: April 5, 1982  
Revised: December 3, 1990  
Revised: July 15, 1991

Cross Refs: JEA, Compulsory Attendance Ages

Fort Zumwalt School District, O'Fallon, Missouri

**SCHOOL ADMISSIONS  
(Parent/Guardian Opt-Out of Vision Examination)**

Dear Parent/Guardian:

Accurate vision is important for students to be successful learners. Sometimes even minor vision problems that are undetectable by parents, teachers and basic vision screening can cause excessive eye strain, difficulties focusing and ultimately impede a student's progress. In addition, there are several serious eye conditions that can be corrected if detected early. It is therefore important for all students to receive regular vision examinations by professionals.

Missouri law requires the Fort Zumwalt School District to obtain proof that every student enrolling in kindergarten or first grade has received one (1) comprehensive vision examination performed by a state-licensed optometrist or physician. Proof must be submitted to the district no later than January 1 of the year the student is first enrolled in the district. If you would like your student excused from this vision examination requirement, please complete the following information and return it to the district no later than January 1.

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**Parent/Guardian Opt-Out of State Vision Examination Requirement**

I, \_\_\_\_\_, [print name] as parent/guardian of \_\_\_\_\_, [print student's name] choose not to obtain, or provide evidence of, a comprehensive vision examination of my student for enrollment in the district.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Date District Received Form: \_\_\_\_\_

***Note: The reader is encouraged to review policies and/or procedures for related information in this***

***Administrative area.***

Adopted: June 30, 2008

## PART-TIME ATTENDANCE

Any student may attend school in the Fort Zumwalt School District in a part-time capacity subject to requirements established by the Board for participants in part-time study. Such requirements shall be reasonable and be designed to preserve discipline, health and academic standards and shall not place an unreasonable burden on the accessibility of part-time attendance.

Adopted: August 19, 1996

Legal Refs: § 167.031, RSMo.

Fort Zumwalt School District, O'Fallon, MO

## STUDENT ABSENCES AND EXCUSES

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain good attendance, as there is a direct relationship between school attendance and student achievement.

It is recognized that absences from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers, and administrators to keep absences and tardiness to a minimum. Positive strategies will be used to encourage good attendance.

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parent/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

The superintendent, with the assistance of the administrative and professional staff, shall establish rules, regulations and procedures for student attendance within the district. Such rules and regulations shall be published in the various student and parent/guardian handbooks and shall be subject to review by the Board of Education. Irregular student attendance shall be checked by the building principal or his/her designee to determine the cause of absence. Causes for absences may be obtained by telephone calls, verified notes from parents or guardians, contacts with other members of the student's family or home visits.

A comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for the accurate reporting of daily attendance in the classroom. The building principal is responsible for supplying information to parents/guardians in regard to student absences and for submitting attendance information to the superintendent's office.

Permitting excessive pupil absences violates the State policy for compulsory schooling. Public schools have the consistent obligation to require that their pupils be present in school in order that they may be taught. The foregoing policy statement is for the benefit of the pupils, their parents/guardians and the community at large.

If a student in foster care is absent from school due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity, the grades and credit of the student will be calculated as of the date the student left school, and no lowering of the student's grades shall occur as a result of the absence under these circumstances.

Adopted: April 5, 1982  
Revised: December 3, 1990  
Revised: August 5, 1991  
Revised: March 15, 1999  
Revised: June 21, 2010

Cross Refs: IKEA, Makeup Opportunities  
JEA, Compulsory Attendance Ages  
JEE, Student Attendance Accounting

Legal Refs: §§ 167.031 -.111, 171.151, .053, .151, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

## TRUANCY

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant.

Truancy may result in the student's placement in Saturday detention, the Zumwalt Alternative Program or suspension from school. The building principal will determine the penalty in accordance with the current code of student conduct and guidelines for discipline and will also provide for the student's readmittance to class.

Adopted: April 5, 1982

Revised: December 3, 1990

Cross Refs: JEA, Compulsory Attendance Ages

Legal Refs: §§ 167.031 -.111, 210.167, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT DISMISSAL PRECAUTIONS

The school district will supervise its students in attendance during the school day. Therefore, each building principal will set up procedures to validate requests for early dismissal to assure that children are released only for proper reasons and into proper hands.

No staff member shall excuse any pupil from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal or his/her designee.

In keeping with these precautions:

- The building principal or his/her designee shall not excuse a pupil before the end of the school day without a request for the early dismissal by the student's parent(s) or guardian(s).
- Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified as the student's parent or guardian.
- In the case of children of separated or divorced parents, the district will release a student to the parent whose address has been designated as the address for educational purposes by order of the court without contacting the other parent or, if no court order concerning custody is on file, then to either parent.
- If a court order is on file, and if it provides that a parent has joint legal custody, but that parent's address has not been designated as the child's address for educational purposes, that parent may collect the child from school during the school day. In such a case, when no verifiable notice of the early removal from school is received from the educational purposes residential parent, the district will make a reasonable attempt to notify the other parent by telephone for informational purposes only, not for permission. The attempt need not be successful, nor must it be repeated if made to the phone number of record for the parent being contacted. This procedure will also apply where a court order indicates joint legal custody, but does not designate the child's address for educational purposes. The parents together may in writing waive these courtesy calls.

Additional precautions shall be taken by the school administration appropriate to the age of students and as needs arise. Parents shall provide documentation concerning parental rights, including divorce decrees and restraining orders if applicable.

Adopted: April 5, 1982  
Revised: June 28, 1999  
Revised: June 18, 2001

Fort Zumwalt School District, O'Fallon, Missouri

FORT ZUMWALT SCHOOL DISTRICT  
(School)  
(Date)

To the Parents of:  
Address

Dear Parent/Guardian's Name:

The Fort Zumwalt Board of Education requires notification of parents regarding student absenteeism. Our attendance records (see below) indicate the number of days your child has missed. Since school attendance is directly linked to a child's success in school, we feel it is important that your child be in attendance except when an absence is warranted. If you have not discussed this situation with anyone at school, please contact me. Often, there are extenuating circumstances contributing to these absences of which we are not aware.

Thank you for your prompt attention to this matter. If I can be of further assistance, please contact me. Working together, we can ensure that your child will have a successful year.

Sincerely,

Principal

c: Assistant Superintendent Student Personnel Services

Approved: August 1, 1983  
Revised: July 2, 1984  
Revised: October 3, 1988  
Revised: August 15, 1994  
Revised: August 19, 1996  
Revised: March 15, 1999  
Revised: August 18, 2003  
Revised: July 17, 2006

Fort Zumwalt School District, O'Fallon, Missouri

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(School)  
(Date)

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Address

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Thank you for your prompt attention to this matter. If I can be of further assistance, please contact me. Working together, we can ensure that your child will have a successful year.

Sincerely,

Principal

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Revised: August 18, 2003  
Revised: July 17, 2006

Fort Zumwalt School District, O'Fallon, Missouri

FORT ZUMWALT SCHOOL DISTRICT  
(School)  
(Date)

To the Parents of:  
Address

Dear Parent/Guardian's Name:

A letter has been sent to you regarding your child's absences from school. Since that time, your child's absences have increased to the total number of days listed below. Throughout the year, we have made attempts to help improve your child's attendance, but the pattern of absenteeism continues.

I am sure you recognize that frequent absences from the regular classroom learning experience disrupts the continuity of the instructional process. As a result, instructional time is lost and cannot be entirely regained. While under certain conditions absence from school is necessary, we both have an obligation to keep absences to a minimum. Please help us change this pattern of absenteeism.

Due to our concern for your child's education, additional absences may warrant a referral to the Division of Family Services and/or St. Charles County Family Court. We will assist you in any manner necessary concerning this situation. Working together, we may be able to change this pattern of behavior.

Thank you for your attention to this matter. If you have any questions, please contact me.

Sincerely,

Principal

c: Assistant Superintendent Student Personnel Services

Approved: August 1, 1983  
Revised: July 2, 1984  
Revised: October 3, 1988  
Revised: January 7, 1991  
Revised: August 5, 1991  
Revised: January 4, 1993  
Revised: August 15, 1994  
Revised: August 19, 1996  
Revised: March 15, 1999  
Revised: August 18, 2003

Fort Zumwalt School District, O'Fallon, Missouri

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(School)  
(Date)

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Due to our concern for your child's education, additional absences may warrant a referral to the Division of Family Services and/or St. Charles County Family Court. We will assist you in any manner necessary concerning this situation. Working together, we may be able to change this pattern of behavior.

Thank you for your attention to this matter. If you have any questions, please contact \_\_\_\_\_, the Prevention/Crisis Counselor or me.

Sincerely,

Principal

c: Assistant Superintendent Student Personnel Services

Approved: August 1, 1983  
Revised: July 2, 1984  
Revised: October 3, 1988  
Revised: January 7, 1991  
Revised: August 5, 1991  
Revised: January 4, 1993  
Revised: August 15, 1994  
Revised: August 19, 1996  
Revised: March 15, 1999  
Revised: August 18, 2003

Fort Zumwalt School District, O'Fallon, Missouri

FORT ZUMWALT SCHOOL DISTRICT  
(School)  
(Date)

To the Parents of:  
Address

Dear Parent/Guardian's Name:

Annually, we review attendance records for each of the students at \_\_\_\_\_.  
In reviewing your child's previous year's attendance, it was found he/she was absent from school the number of days listed below. This absenteeism causes us concern as attendance is directly linked to success in school.

The Fort Zumwalt School District believes that student absenteeism detracts from our ability to assist a child in reaching his/her potential. We are offering our assistance and asking for your help in working to improve your child's attendance. Please call me if I can assist you in developing strategies or seeking community resource assistance. As well, when your child is absent, please call our attendance office at \_\_\_\_\_ to report the absence. It is essential that we work together to change this pattern of absenteeism.

Thank you for your attention to this matter. If I can be of any further assistance, please contact me.

Sincerely,

Principal

c: Principal  
Assistant Superintendent Student Personnel Services

Approved: August 1, 1983  
Revised: July 2, 1984  
Revised: October 3, 1988  
Revised: December 3, 1990  
Revised: August 5, 1991  
Revised: February 16, 1993  
Revised: August 15, 1994  
Revised: August 19, 1996  
Revised: August 17, 1998  
Revised: March 15, 1999  
Revised: August 18, 2003

Fort Zumwalt School District, O'Fallon, Missouri

FORT ZUMWALT SCHOOL DISTRICT  
(School)  
(Date)

To the Parents of:  
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Dear Parent/Guardian's Name:

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The Fort Zumwalt School District believes that student absenteeism detracts from our ability to assist a child in reaching his/her potential. We are offering our assistance and asking for your help in working to improve your child's attendance. Please call me if I can assist you in developing strategies or seeking community resource assistance. As well, when your child is absent, please call our attendance office at \_\_\_\_\_ to report the absence. It is essential that we work together to change this pattern of absenteeism.

Thank you for your attention to this matter. If I can be of any further assistance, please contact me.

Sincerely,

Crisis Counselor

c: Principal  
Assistant Superintendent Student Personnel Services

Approved: August 1, 1983  
Revised: July 2, 1984  
Revised: October 3, 1988  
Revised: December 3, 1990  
Revised: August 5, 1991  
Revised: February 16, 1993  
Revised: August 15, 1994  
Revised: August 19, 1996  
Revised: August 17, 1998  
Revised: March 15, 1999  
Revised: August 18, 2003

Fort Zumwalt School District, O'Fallon, Missouri

**STUDENT ABSENCES AND EXCUSES**  
(Elementary and Secondary Attendance Policy)

All students are expected to attend school regularly and to be on time for classes in order to benefit maximally from the instructional program. This will also aid in the development of habits of punctuality, self-discipline and responsibility.

Parents/guardians have a duty to ensure regular attendance by their child(ren) when enrolled in school. The building principal will monitor the attendance of students under his/her supervision. Procedures of communication will be implemented to ensure that parents are part of the process/solution. Excessive absences may result in failure and, possibly retention at the elementary and middle school.

Parent participation is a critical element in encouraging good student attendance. Parents are encouraged to call school prior to the start of the school day when their child is absent. If verification of an absence is not received, school personnel will attempt to contact the parent to verify the absence. If verification is not received within 48 hours the absence will be considered truancy. When contact is established, the parent should be reminded of the required verification procedures.

Since parental involvement is an integral part of this process, notification will be provided when students are absent too frequently. The building principal may use discretion in sending written notification to parents of students experiencing unavoidable absences resulting from uncontrollable circumstances.

After fifteen absences, the lack of attendance may be considered excessive. When this occurs procedures to contact the Missouri Division of Family Services should be followed. Efforts should be made to communicate with parents and provide resources prior to referrals to the Division of Family Services, except in extreme circumstances.

Parents of students who are absent too frequently will be reminded by letter as follows:

Notification of Absences

Level 1	10 Accumulated Absences	Attendance letter (JED-E-1), sent by principal
Level 2	Additional Absences	Crisis Counselor contact with students and Crisis Counselor/administrator contact with parent
Level 3	In excess of 15 Absences	Attendance letter, JED-E-2, sent by principal (Certified Mail)
Level 4	Additional Absences	Referral to Division of Family Services
Level 5	Additional absences	Family Court's letter (certified mail)
Level 6	Additional Absence	Referral to District Office for petition of Family Court Program

In cases where a student has missed 20 or more days during a year, an initial letter JED-E-3 will be sent prior to the start of school. In addition, if the attendance pattern from the prior year continues, the principal may choose to bypass the initial steps.

Procedures outlined in this policy should work in conjunction with procedures as defined in JG-R, Student Discipline.

Approved: April 5, 1982  
Revised: August 1, 1983  
Revised: July 2, 1984  
Revised: August 21, 1989  
Revised: December 3, 1990  
Revised: August 5, 1991  
Revised: January 4, 1993  
Revised: March 15, 1999  
Revised: August 21, 2006

Cross Refs: IKEA, Make-Up Opportunities  
JEA, Compulsory Attendance Ages  
JEE, Student Attendance Accounting

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT ATTENDANCE ACCOUNTING

An accurate accounting of student attendance, transportation and student nutrition services records shall be kept by the school district. The records will be in accordance with state law and appropriate regulations of the Missouri Department of Elementary and Secondary Education.

Building principals and/or supervisors will be responsible for maintaining student attendance accounting and for submitting monthly reports of such records to the superintendent, who will in turn be responsible for preparing reports to be submitted to the appropriate state offices.

Adopted: April 5, 1982  
Revised: July 17, 2006

Cross Refs: EEA, Student Transportation Services  
JED, Student Absences and Excuses

Legal Refs: §§ 163.011 - .036, 171.151, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT RIGHTS AND RESPONSIBILITIES

The Board believes that students have rights which should be recognized and respected. It also believes that every right carries with it certain responsibilities.

Among these rights and responsibilities are the following:

- The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
- The right to a quality education; the responsibility to put forth the best efforts during the educational process.
- Civil rights -- including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights.
- The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his or her rights.
- The right to privacy, which includes privacy in respect to the student's school records.

It is the Board's belief that as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make, and delegate authority to its staff to make, rules regarding the orderly operation of the schools. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply them in a given situation. Students must obey any such interpretation subject to an appeal.

When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT DUE PROCESS RIGHTS

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board's policies and regulations on student suspension and student expulsion.

Adopted: April 5, 1982

Cross Ref: JGD/JGE, Student Suspension & Expulsion

Legal Refs: §§ 167.161 - .171, RSMo

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT DISCIPLINE HEARINGS

The Board of Education may originate student discipline hearings upon recommendations of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days, and will always be held in cases of suspension in excess of 180 days and in expulsions. Any alternatives offered by the superintendent at the time of the suspension will be removed on the filing of the appeal.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be followed:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine witnesses. All such notification will normally be made by certified mail, addressed to the student's parents or guardians.
2. The hearing will be closed unless the Board of Education decides otherwise. The hearing will only be open with parental consent. At the hearing, the Administration or its counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter will record the hearing and prepare a written transcript.
3. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the District; and/or to make such other orders and decisions as it deems appropriate. The Administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written Findings of Fact, Conclusions of Law and Decision.

Adopted: December 3, 1990  
Revised: June 15, 1992  
Revised: August 21, 1995  
Revised: August 19, 1996  
Revised: August 20, 2002

Cross Refs: JGD/JGE, Student Suspension and Expulsion

Legal Refs: §§ 160.261, 167.161 - .171, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT GOVERNMENT

In order to encourage student participation in the various activities of school life and to provide opportunity for training in democratic processes the middle and senior high schools of the district may maintain and operate student councils.

Such councils shall assist in improving the general welfare of all students and shall give students the opportunity to participate in the orderly workings of the democratic process.

Such councils shall not have authority to make policies for the district or regulations for the school or shall not have any disciplinary authority except for recommending removal of a member from the council. However, a council may make recommendations to the administration on topics of student concern.

The administration and each student council shall keep channels of communication open between the administration, the council and all of the students.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT APPEARANCE

The Board expects a student's appearance to be neat, clean and of good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school and will not be such as to disrupt the teaching/learning process or cause undue attention to an individual student. Appearance will be clean and in keeping with health, sanitary and safety requirements.

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear.(house shoes/slippers are not allowed)
3. Items of clothing or jewelry associated with a controlled substance are not permitted.
4. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student.
5. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period, in the interest of maintaining safety standards.
6. Students shall not wear the following:
  - a. hats, bandannas, shower caps, or other non-therapeutic headgear inside the school building.
  - b. muscle shirts/halter tops/midribs/spaghetti straps/backless or racer back apparel/sagging pants/short shorts above mid-thigh (undergarments cannot be exposed including boxers and bra straps)
  - c. clothing/stickers/insignias/colors/visible tattoos that indicate membership in, affiliation with, or support of any gang or similar organization associated with violence, drugs, intimidation or other criminal activity (including rebel flags and swastikas)
  - d. clothing which promotes drugs, alcohol, tobacco, and/or its products
  - e. clothing with sexually suggestive messages, messages that promote the occult, or messages of vulgar nature
  - f. clothing with holes above mid-thigh or exposing undergarments
  - g. jewelry and chains that may be used as a weapon or that present a safety concern
7. High school students will be required to wear their identification badges at all times in a clearly visible manner at or above waist level.
8. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.

When, in the judgment of a principal, a student's appearance disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

Adopted: April 5, 1982  
Revised: August 3, 1992  
Revised: August 19, 1996  
Revised: June 28, 1999  
Revised: August 20, 2002  
Revised: July 21, 2003  
Revised: June 28, 2007  
Revised: June 30, 2008

Cross Refs: EBBC, Accident Prevention and Eye Protection

Fort Zumwalt School District, O'Fallon, Missouri

## SCHOOL IDENTIFICATION BADGE GUIDELINES

**Purpose:**

1. To promote and maintain a positive and safe learning environment for all students and staff.
2. To facilitate the development of positive relationships between students and staff by increasing their familiarity with one another.
3. To enable visitors to easily identify students and staff members.

**General Guidelines/Procedures:**

1. Badges must be worn at all times during the school day in a clearly visible manner. Students who refuse to wear their badge will receive disciplinary consequences.
- 2. I.D.s must be worn at all times in a clearly visible manner.**
3. The I.D.s cannot be defaced in any manner. No graffiti, stickers, or other obstructions can be attached to the front of the I.D. Only school issued stickers can be applied to the back of the I.D. when appropriate. If defaced, the student will be charged \$3.00 for a replacement.
4. One I.D. will be issued to each student free of charge. An additional badge will cost \$3.00.
5. Replacement procedures will be established at each High School.
6. Temporary badges will be issued to students not possessing their badge. Persistent violators will receive consequences.

\*\*\*\*\*

**Consequences for not possessing and wearing student I.D. badge:**

5th Offense: (Per semester)	4 hours Saturday detention, replacement of badge (if necessary),
10th Offense: (Per semester)	3 days of ZAEP, replacement of badge (if necessary),
15th Offense: (Per semester)	See Chronic Discipline File JG-R

Adopted: August 17, 1998  
 Revised: August 21, 2000  
 Revised: August 19, 2002  
 Revised: July 21, 2003  
 Revised: July 18, 2005  
 Revised: July 18, 2011

Fort Zumwalt School District, O'Fallon, Missouri

## CARE OF SCHOOL PROPERTY BY STUDENTS

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the principal of the school concerned, or a designated person, in accordance with the price of the book or other article lost or damaged.

Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action.

According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children, up to an amount of \$2000. Proceedings against the un-emancipated minor may be initiated for any balance not paid by the parent or guardian. In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

Adopted: April 5, 1982  
Revised: December 3, 1990  
Revised: February 3, 1992

Cross Refs: ECAB, Vandalism in the Schools

Legal Refs: § 537.045, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT CONDUCT ON SCHOOL TRANSPORTATION

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to immediate disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible

Adopted: April 5, 1982  
Revised: December 5, 1983  
Revised: June 17, 2002

Cross Refs: EEA, Student Transportation Services  
JG, Student Discipline  
JGF, Discipline Reporting and Records

Legal Refs: §§ 160.261, 571.030, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

## **STUDENT CONDUCT ON SCHOOL BUSES**

Students using district transportation should understand that they are under the jurisdiction of the school from the time they arrive at a bus stop and board the bus, until they are released at school or at the students' designated stop.

Students are under the authority and supervision of the bus driver while on the bus and shall adhere to the directions, rules and regulations while under the driver's authority. Persistent infraction of the rules and regulations, or a serious challenge to the authority of the bus driver, will result in disciplinary action. The following types of conduct, but not limited to, are illustrative of activities that will result in disciplinary action being taken.

1. Failure to pay attention to the directions of the bus driver;
2. Refusal to stay seated;
3. Extending arms, head, or any other part of the body or any object out of the windows of the bus;
4. Throwing of objects at, on, or from the bus;
5. Fighting or scuffling on the bus;
6. Deliberate delay of the bus while loading or unloading;
7. Deliberate defiance of the driver;
8. Profane, obscene, or abusive language including gestures;
9. \*Damage to the bus or equipment;
10. Smoking, striking matches or lighting cigarette lighters;
11. Possession/use of commercially prepared fireworks/explosives/ dangerous and/or nuisance items, including fire arms, or ammunition.
12. Spitting on the bus or out the bus window

The school bus is an extension of the school and all school rules and regulations which pertain to student conduct in the schools are applicable to student conduct on a school bus or at a bus stop.

\*Student committing vandalism to the bus or transportation equipment will be required to pay the damage.

## **ADMINISTRATIVE PROCEDURES FOR DISCIPLINE INFRACTIONS WHILE RIDING THE SCHOOL BUS**

When a driver becomes aware of misconduct by a student(s) on the school bus the following procedures will occur:

1. Prior to a discipline referral slip being issued to a student for minor misconduct, the bus driver will give the student at least one warning, except in those cases which pose serious safety concerns or require immediate disciplinary action per the discipline guidelines. The referral will be turned in at the bus garage office. This should take place when the driver arrives at the garage at the end of the routes. The Director of Transportation or designee will review the referral, discuss referral with the driver (if necessary), and deliver the referral to the principal that same day. In instances of misconduct which seriously jeopardize student or driver safety, or require immediate disciplinary action per the discipline guidelines, the principal is to be notified immediately so that appropriate measures can be taken to ensure the safety of all.
2. The principal will contact the student as soon as possible. Guidelines used in handling transportation-related discipline problems are to be applied as per Board policy.
3. The referral and discipline procedure is complete only when the principal completes the section of the referral slip designating action taken and forwards one copy to the Director of Transportation.
4. Accurate files of referral slips are to be maintained in each building and by the Director of Transportation.

It is noted that adequate safety of transportation operation will be maintained only through the cooperative efforts of the students, drivers, principals, and transportation management personnel. It is expected that the principal will adequately supervise the embarking and debarking of school buses and drivers will maintain the accepted standards for student safety on the bus. The Director of Transportation will facilitate efforts of drivers and principals to maintain adequate records of disciplinary infractions.

## PROCEDURES FOR HANDLING SEVERE MISCONDUCT ON A SCHOOL BUS

When a bus driver is unable to maintain the accepted standards for student safety on the bus through the established procedures for handling infractions, the following emergency procedures will be followed:

1. A district staff member will ride the bus for one or more days to observe and identify problems and discuss the situation with the Principal. Any such situations of severe behavior on a school bus should be reported to the school district immediately. The person who will be monitoring the bus will (a) check names of bus riders against roster, (b) check to see that assigned seating is being enforced and possibly reassign students who are causing problems, (c) observe driver's ability to maintain order (d) get names of riders who seem to be starting or causing the disruptions.
2. In cases of severe misconduct on an afternoon run, the Director of Transportation may call the parent of the student(s) involved and inform them that the student(s) will not be transported to school the following morning pending a meeting with the building principals to determine what disciplinary action will be taken if the building principal cannot be reached.
3. In an extreme emergency situation, the building principal or assistant principal will be asked to ride the bus.
4. When a change in drivers takes place on a bus where discipline problems have previously occurred, if deemed necessary, a monitor will ride the bus for a period of time to ensure that deterioration in student conduct does not occur during the transition period.

## STUDENT DISCIPLINE GUIDELINES FOR SCHOOL BUSES

The following shall serve as guidelines for administrators to use in handling discipline problems as they occur on district school buses. In maintaining appropriate student behavior, consideration should be given to the age of the student, previous disciplinary record, and the circumstances surrounding a particular incident.

Student behavior on school buses is expected to be orderly and such that it does not jeopardize the safety of others on the bus. Instances of misconduct which pose serious safety concerns will require the bus driver to report the serious incident as quickly as possible to the appropriate principal in order for immediate action to be taken.

### ELEMENTARY

Examples of violations requiring disciplinary action may include, but are not limited to, offenses of use of tobacco, inappropriate behavior, vulgarity, extending body or items out of bus and scuffling or fighting. The action to be taken by the principal will be as follows, unless a serious disciplinary infraction requires an immediate suspension from the bus:

#### Grades K-2

- |             |   |   |
|-------------|---|---|
| 1st Offense | - | Notice to Parents and/or Conference   |
| 2nd Offense | - | Notice to Parents and/or Conference   |
| 3rd Offense | - | 3 day bus suspension  |
| 4th Offense | - | 5 day bus suspension  |
| 5th Offense | - | Suspension from bus pending meeting with parent for consideration of long term suspension off the bus |

#### Grades 3-5

- |             |   |   |
|-------------|---|---|
| 1st Offense | - | Notice to Parents and/or Conference   |
| 2nd Offense | - | 3 day bus suspension  |
| 3rd Offense | - | 5 day bus suspension  |
| 4th Offense | - | 10 day bus suspension   |
| 5th Offense | - | Suspension from bus pending meeting with parent for consideration of long term suspension off the bus |

For incidents of vandalism to the bus, the same action will be taken and restitution for damages will be required.

Incidents of misconduct which pose serious safety concerns require the principal to take immediate action. Examples of incidents, but not limited to, are assault, fighting, blatant disrespect, possession/use of commercially prepared fireworks/explosives/ dangerous and/or nuisance items, including fire arms, whereby the student will be removed from the bus immediately by the principal. The superintendent and/or his designee will also be contacted. A parent conference will also be scheduled, if necessary, to discuss the disciplinary infraction with the parent. In cases of violent behavior, law enforcement may be contacted.

- 1st Offense - 3 to 10 days out of school suspension PLUS possible referral to Superintendent for additional suspension days from school and off the bus.
- 2nd Offense - Same as 1st Offense

**SECONDARY**

Parents will be notified by the principal by telephone or letter when disciplinary actions are taken involving their child. Incidents of misconduct which pose serious safety concerns require the principal to take immediate action. Examples of these incidents requiring immediate disciplinary action may include, but are not limited to, blatant disrespect, possession/use of commercially prepared fireworks/explosives/ dangerous and/or nuisance items, drugs/alcohol, weapons, arson, assault, acts of violence whereby the student will be removed from the bus and/or from school immediately by the principal. The superintendent and/or his designee will also be contacted. Parents will also be contacted and a parent conference scheduled, if necessary, to discuss the disciplinary infraction. Law enforcement will be notified in cases of severe misconduct.

**Examples of violations requiring disciplinary action by the principals may include, but are not limited to the following:**

<b>Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>	<b>Additional Offense</b>
Minor Misbehavior Includes excessive talking, refusal to stay in seat, not facing forward in seat.	<b>Warning/ or 1-3 days off the bus</b>	<b>1-3 days off the bus</b>	<b>3-5 Days off bus</b>	<b>10 days off bus</b>	<b>10 days off bus with referral to Supt. for additional days off the bus</b>
Inappropriate behavior Includes deliberate defiance lack of courtesy, deliberate delay in loading/unloading, extending parts of body out of window.	<b>1-3 days off the bus</b>	<b>3-5 Days off bus</b>	<b>10 days off bus</b>	<b>10 days off bus with referral to Supt. for additional days off the bus</b>	<b>Additional offenses will result in immediate suspension from the bus with referral to the Supt. for long-term suspension of bus riding privileges and/or suspension from school</b>
Throwing harmless items <u>on</u> the bus might include paper items, wrappers and paperwads.	<b>1-3 days off the bus</b>				
Insubordination Not following drivers directive	<b>1-3 days off bus</b>	<b>3-5 days off bus</b>	<b>10 days off bus</b>	<b>10 days off bus with possible referral to the Supt. for additional</b>	<b>Additional offenses will result in immediate suspension from the bus with</b>

<b>Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>	<b>Additional Offense</b>
Vandalism (less than \$30) (Restitution)	3 days off bus plus restitution	5 days off bus plus restitution	10 days off bus plus restitution	days off the bus	referral to the Supt. for long-term suspension of bus riding privileges and/or suspension from school
Theft, Attempted Theft or Willful Possession of Stolen Property (less than \$30)	3 days off bus, plus restitution	5-10 days off bus, plus restitution	10 days off bus, plus restitution		
Vulgar Language	3 days off bus	5-10 days off bus	10 days off bus		
Minor Scuffling	1-3 days off bus	3-5 days off bus	10 days off bus		
Bullying	3-5 days off bus and refer to school disciplinary guidelines	5-10 days off bus and refer to school disciplinary guidelines	10 days off bus and refer to school disciplinary guidelines		
Spitting on Bus or Out Window	10 days off bus	Refer to school guidelines 10+ days off bus			
Major Scuffling	3-5 days off bus	5-10 days off bus	10 days off bus with possible referral to Supt. for additional days off the bus	Additional offenses will result in immediate suspension from the bus with referral to the Supt. for long-term suspension of bus riding privileges and/or suspension from school	(See 1 <sup>st</sup> Offense)
Disrespect - (Student to Student/Bus Driver and/or Staff) A. Disparaging or Demeaning Language (defamation of a person's race, religion, gender or ethnic origin) B. Disrespectful Conduct or Speech (verbal, written or symbolic language or gesture) C. Disruptive Speech or Conduct (conduct or verbal, written or symbolic in nature) D. Throwing items on					

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense	Additional Offense
the bus that may cause injury					
Throwing Items <u>from</u> the Bus Which May Cause Injury or Property Damage or may impair the vision or ability of a motorist to maintain their safety.	<b>10 days with possible referral to the Supt. for additional days off the bus plus possible 3-10 days out of school (Refer to school disciplinary guidelines)</b>	<b>(See 1<sup>st</sup> Offense)</b>	<b>Refer to Chronic Disciplinary Violations</b>	<b>Refer to Chronic Disciplinary Violations</b>	<b>Refer to Chronic Disciplinary Violations</b>
Chronic Disciplinary violations					
Possession/Use of commercially prepared fireworks and/or nuisance items	<b>(Refer to school disciplinary guidelines)</b>				
Use of mace/spray irritant	<b>(Refer to school disciplinary guidelines)</b>				
Blatant Disrespect - (Student to Student/Bus Driver and/or Staff) <ul style="list-style-type: none"> <li>A. Disparaging or Demeaning Language (defamation of a person's religion, gender or ethnic origin)</li> <li>B. Disrespectful Conduct or Speech (verbal, written or symbolic student language or gesture directed to staff member)</li> <li>C. Disruptive Speech or Conduct (conduct or verbal, written or symbolic language)</li> </ul>	<b>(Refer to school disciplinary guidelines)</b>				

<b>Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>	<b>Additional Offense</b>
Vandalism (more than \$30/\$100)	(Refer to school disciplinary guidelines)				
Threats of Violence	(Refer to school disciplinary guidelines)				
Fighting	(Refer to school disciplinary guidelines)				
Possession/Use of Tobacco (Includes Chewing Tobacco)	(Refer to school disciplinary guidelines)				
Assault (Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury) (includes puncturing/ sticking other students with pins/needles/other objects)	(Refer to school disciplinary guidelines)				
Acts of Violence (Exertion of physical force by a student with the intent to do serious bodily harm to another person)	(Refer to school disciplinary guidelines)				
Theft, Attempted Theft or Willful Possession of Stolen Property (more than \$30/\$100)	(Refer to school disciplinary guidelines)				
Explosives	(Refer to school disciplinary guidelines)				
Weapons (See Policy JFCH)	(Refer to school disciplinary guidelines)				
Arson (Starting or attempting to start a fire or causing an explosion with the intention to damage property or buildings)	(Refer to school disciplinary guidelines)				

<b>Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>	<b>Additional Offense</b>
Racial Harassment/Racial Slurs	(Refer to school disciplinary guidelines)				
Sexual Harassment/ Sexual Assault	(Refer to school disciplinary guidelines)				
Gang Apparel/Graffiti	(Refer to school disciplinary guidelines)				
Possession and/or use/under the influence of drugs/alcohol or substances represented to be such	(Refer to school disciplinary guidelines)				
Sale of drugs/alcohol or substances represented to be such	(Refer to school disciplinary guidelines)				
Having Been Charged With, Convicted Of, or Pled Guilty to Felony in Court Of General Jurisdiction	(Refer to school disciplinary guidelines)				
Posing a Threat of Harm to Self or Others	(Refer to school disciplinary guidelines)				
Having Been Charged With, Convicted Of, or Pled Guilty to Certain Felonious Behavior in Adult Court or Juvenile Court Conduct	(Refer to school disciplinary guidelines)				
Conduct Prejudicial to Good Order or Discipline of the School	(Refer to school disciplinary guidelines)				

Adopted: April 5, 1982  
 Revised: June 20, 1983  
 Revised: August 1, 1983  
 Revised: August 5, 1985  
 Revised: July 21, 1986  
 Revised: August 3, 1987  
 Revised: August 1, 1988  
 Revised: July 17, 1989  
 Revised: August 20, 1990

Revised: August 19, 1991  
Revised: March 2, 1992  
Revised: August 3, 1992  
Revised: August 16, 1993  
Revised: August 15, 1994  
Revised: August 21, 1995  
Revised: August 19, 1996  
Revised: November 18, 1996  
Revised: July 20, 1998  
Revised: August 21, 2000  
Revised: July 16, 2001  
Revised: June 17, 2002  
Revised: July 21, 2003  
Revised: July 19, 2004  
Revised: July 18, 2005  
Revised: June 28, 2007  
Revised: June 30, 2008  
Revised: June 20, 2011

Fort Zumwalt School District, O'Fallon, Missouri

## VIDEO PROGRAM PROCEDURES

Video Usage in the Classroom

Instructional time is extremely valuable and should be utilized in a manner that maximizes the students educational opportunity. The use of commercially prepared films and video other than those specified in the curriculum guide, should not occur without prior approval of the building principal. Any film with a rating other than "G" should only be viewed by students with prior approval of the building principal and permission from the parents of the students. Under no circumstances should videos with vulgar language or sexually suggestive scenes be shown to students. Efforts should be made by the instructor to use only the portion of the film necessary to convey the content related to the curriculum. Use of full length movies is highly discouraged and should not be done without the consent of the principal.

Video Taping Procedures for the Classroom

The district will allow use of video cameras in the classroom to improve teaching technique and to enhance appropriate student behavior. The district encourages teachers to videotape classes in an effort to critique their style and to self-evaluate new lessons with unique presentations.

Videotapes made in an effort to monitor classroom discipline become the property of the school district and are for use by district personnel only. Videotapes made for this purpose will be viewed by the teacher and the building principal or his/her designee. Such tapes may also be viewed by other school personnel who have a "need to know" based on their position or responsibility. This viewing will take place at the school building. If disciplinary action against a student occurs for misconduct observed on the videotape, the building principal shall offer parents the opportunity to view that portion of the tape that indicates the specific incident involving their child.

The following shall serve as guidelines for the video taping of classrooms:

1. At the beginning of each school year the District Newsletter shall include a notice to all parents that video taping of certain classes may take place at any time for the purposes of improving classroom teaching techniques, monitoring classroom behavior, and improving student discipline. All approved guidelines for this program will be disseminated with this notice.
2. A teacher wishing to videotape their classroom for any purpose shall receive prior permission from the building principal.
3. All tapes used for the purpose of video taping in the classroom shall be the property of the Fort Zumwalt School District and shall be kept on the premises of the school building. All equipment and tapes shall be provided by the district.
4. All tapes used in the videotaping program will be kept for no longer than five days except in those special cases where it is necessary to substantiate evidence of a disciplinary matter.
5. If discipline action is taken based on videotape, it should be done within a five-day period.
6. Any recording made as part of video monitoring for discipline improvement shall include an entire class period. No editing should occur prior to the review conducted by the teacher and the building principal.

Video Taping Procedures for Buses

The district will use video cameras on school buses to enhance appropriate bus behavior. At the start of the school year students shall be informed that a camera will be on the bus.

Video from the monitoring program are the property of the district and are for use by district personnel only. The video will be viewed by the Director of Transportation for the purposes of monitoring the transportation program or identifying areas of concern. The video may also be viewed by other school personnel who have a "need to know"

based on their position or responsibility. The bus driver, transportation director and/or building principal may also view a video to identify students involved in incidents on the bus. This viewing will normally take place at the bus garage. All videos are the property of the Fort Zumwalt School District.

Adopted: August 16, 1993  
Revised: August 15, 1994  
Revised: July 15, 2002  
Revised: June 28, 2007  
Revised: June 30, 2008

Fort Zumwalt School District, O'Fallon, Missouri

VIDEO USAGE REQUEST  
(Please allow 3 days for the office approval)

TEACHER : \_\_\_\_\_

COURSE : \_\_\_\_\_

DATE OF REQUEST : \_\_\_\_\_

DATE OF PRESENTATION: \_\_\_\_\_

VIDEO TO BE VIEWED: \_\_\_\_\_

VIDEO RATING: \_\_\_\_\_

LENGTH OF PORTION OF VIDEO TO BE VIEWED: \_\_\_\_\_

\_\_\_\_\_ Video is component of the curriculum

\_\_\_\_\_ Video is not listed as a component of curriculum, but is related to this curricular objective.

\_\_\_\_\_  
\_\_\_\_\_

Remember, parent approval is required for any video rated PG or PG-13. No "R" rated videos can be viewed. Please allow at least three (3) days for office approval.

Video Approved

Please see me concerning this request

\_\_\_\_\_  
Administrator Signature

Adopted: July 15, 2002  
Revised: June 28, 2007  
Revised: June 30, 2008

Fort Zumwalt School District

VIDEO USAGE

Dear Parents :

In \_\_\_\_\_ we have been covering information related to \_\_\_\_\_.  
Course Title

To reinforce the objectives concerning this topic, we will be viewing the video listed below. Please sign the permission slip and return it. If you choose to deny permission for your child to view this film an alternative assignment will be given.

Thank you

.....

\_\_\_\_\_ has my permission to view \_\_\_\_\_  
Student Name Video

in \_\_\_\_\_ on \_\_\_\_\_. I understand this video has a \_\_\_\_\_  
Course Date

rating and may contain some objectionable content.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Adopted: July 15, 2002

Fort Zumwalt School District

## SECRET ORGANIZATIONS

The Board of Education prohibits the organization of school-sponsored fraternities, sororities or secret organizations where membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the conduct and discipline of the school. Interference with the instructional program of the Fort Zumwalt School District by those groups will not be condoned and no organizational activities are permitted under the sponsorship of the school district or its personnel.

Adopted: December 3, 1990

Legal Refs; § 171.141, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

## HAZING AND BULLYING

### General

In order to promote a safe learning environment for all students, the Fort Zumwalt School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

### Definitions

*Hazing* - For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

*Bullying* - For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

Adopted: July 19, 2004  
Revised: July 17, 2006  
Revised: June 28, 2007

Cross Refs: AC, Nondiscrimination and Anti-Harassment  
GCPD, Suspension of Professional Staff Members  
GCPE, Termination of Professional Staff Members  
GDPD, Nonrenewal, Suspension and Termination of Support Staff Members  
IGD, District-Sponsored Extracurricular Activities  
IGDJ, Interscholastic Athletics

Legal Refs: § 160.775, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

## TOBACCO AND TOBACCO DERIVATIVES USE BY STUDENTS

Students under the jurisdiction of the school district shall not be permitted to use tobacco products on school property. This shall include district buildings, grounds, district-owned/leased vehicles and extracurricular activities held on school premises, or on school-sponsored activity trips.

In addition to the prohibition of student smoking and the use of tobacco, students are not to have tobacco in their possession on school property.

Students who violate this policy will be subject to disciplinary action in accordance with policy JG-R, Student Discipline.

Adopted: June 15, 1992

Cross Refs: GBK, Smoking on School Premises  
KGC, Smoking on School Premises at Public Functions

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT ALCOHOL/DRUG ABUSE

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend the Fort Zumwalt School District. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances is prohibited on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

All medications prescribed by a prescriber, as well as all non-prescription medications, will be administered in accordance with Board policy JHCD, Administration of Medicines to Students. Students involved in unauthorized use or distribution of prescription or non-prescription drugs will be subject to discipline as defined in JG-R and referred to legal authorities as defined in Missouri Law.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with Board policy JFG.

Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy, shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE. Such students with disabilities who knowingly possess or use illegal drugs or sell or solicit the sale of a controlled substance while at school or at a school function may be placed in an appropriate interim alternative educational setting for the same amount of time that students without disabilities if the incident is not a manifestation of their disability. If the incident is found to be a manifestation of their disability they would be subject to discipline, but for not more than 45 calendar days. Controlled substances and illegal drugs are defined as substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, but do not include substances that are legally possessed or used under authority of the Controlled Substances Act or any other federal law.

The District, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12.

Such programs shall (a) inform students that drugs and alcohol are harmful and dangerous; (b) address the legal, social and health consequences of drug and alcohol use, and (c) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs as part of their suspension assignment if they are found to be in violation of this policy. All parents and students shall be provided this information.

The district shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The district shall conduct a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

Adopted: April 5, 1982  
Revised: December 5, 1983  
Revised: June 3, 1985  
Revised: December 3, 1990  
Revised: January 4, 1993  
Revised: August 21, 1995  
Revised: July 20, 1998  
Revised: December 21, 1998  
Revised: October 17, 2005

Cross Refs: GBEB, Drug-Free Workplace  
IGAEA, Teaching About Drugs, Alcohol and Tobacco  
JFG, Interrogations, Interviews and Searches  
JG, Student Discipline  
JGD, Student Suspension and Expulsion  
JGE, Discipline of Students with Disabilities  
JHCD, Administering Medicines to Students

Legal Refs: §§ 167.161, 167.171, 195.010, RSMo.  
P.L. 101-226  
21 U.S.C. 812(c)  
1997 Amendments to the Individuals With Disabilities Educational Act, P.L. 105-17

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT USE OF CELL PHONES/PORTABLE COMMUNICATION DEVICES

The Fort Zumwalt School District strongly discourages students from bringing cell phones and other electronic devices to school. Students possessing these items on school property do so at their own risk. Parents should not expect the district to be responsible for such items. In the instance that a device is suspected stolen or lost, the student must immediately report such to the office and file a written statement to document serial number and other identifiable information. This written statement will be forwarded to the School Resource Officer (SRO) or other law enforcement personnel.

Cell Phones/Portable electronic/communication devices may not be used on school premises during regular school hours. Regular school hours shall be defined, (for purposes of this policy only), as the time beginning five minutes before first hour and ending after the last period dismissal bell. As well, use of these items will be restricted on district transportation if the item is causing disruption.

Use, display or activation of these items during regular school hours will result in the item being confiscated and procedures in the student discipline policy and procedures in the policy JG-R will be followed. When the item is causing a disruption on district transportation, the student will be referred to Building Administration. Continued use will result in parent contact and may constitute insubordination. If devices are used for the purpose of academic dishonesty, the District's Academic Dishonesty/Plagiarism Policy as well as JG-R will be in effect. If such items are used in a manner as to substantially disrupt the educational process, discipline will be implemented on an individual basis up to and including suspension or expulsion from school.

Adopted: July 19, 2004  
Revised: June 28, 2007  
Revised: June 30, 2008  
Revised: June 29, 2009  
Revised: June 21, 2010  
Revised: June 20, 2011

Cross Refs: JG-R, Student Discipline

Fort Zumwalt School District, O'Fallon, Missouri

## WEAPONS IN SCHOOL

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. Any device defined in § 571.010, RSMo, including a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife.
3. A dangerous weapon as defined in 18 U.S. C. § 930(g)(2).
4. All knives and other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

In accordance with federal and state law, any student who brings or possesses a firearm as defined above on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who use or possess other weapons defined in this policy will be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE. Such students with disabilities who possess a weapon, as defined as a "dangerous weapon" in 18 U.S.C. 930, at school or at a school function, may be placed in an appropriate interim alternative educational setting for the same amount of time that students without disabilities would be subject to discipline if it is found not to be a manifestation of his/her disability. If the incident is found to be a manifestation of the child's disability, the placement can not be for more than 45 calendar days.

This policy shall not be construed to prohibit the Board from allowing a Civil War re-enactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded.

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

Adopted: January 4, 1993  
Revised: August 21, 1995  
Revised: August 19, 1996  
Revised: November 18, 1996  
Revised: July 20, 1998  
Revised: June 18, 2001

Cross Refs: JG, Student Discipline  
JGD, Student Suspension and Expulsion  
JGE, Discipline of Students with Disabilities

Legal Refs: §§ 160,261, 571.010, .030, RSMo.  
18 U.S.C. 921  
Elementary and Secondary Education Act of 1965 as amended  
by the Gun-Free Schools Act of 1994  
1997 Amendments to the Individuals With Disabilities Education Act, P.L. 105-17

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENTS OF LEGAL AGE

Every student eighteen years of age or older shall be deemed to be an adult and all educational rights and privileges shall transfer from the parent/guardian to the student. Such students, like all other students, shall comply with the policies, rules and regulations established by the Board of Education, pursue a prescribed course of study and submit to the authority of teachers and others in a supervisory role.

Adopted: August 19, 1996

Legal Refs: §§ 431.055, 610.021 (6), RSMo.  
P.O. 93-380, Family Educational Rights and Privacy Act of 1974

Fort Zumwalt School District, O'Fallon, Missouri

## INTERROGATIONS, INTERVIEWS AND SEARCHES

### Searches By School Personnel

School lockers and desks are the property of the Board of Education, are provided for the convenience of students, and, as such, are subject to periodic inspection without notice.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students, unless exigent circumstances exist.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of any vehicle on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

### School Resource Officers

The school resource officer (SRO) may interview or question students to the same extent as other school officials. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of the school officials.

### Interview with Police or Juvenile Officers/Other Law Enforcement Officials

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

### Removal of Students From School by Law Enforcement Officials

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

#### Interview with Children's Division

Representatives of the Children's Division (CD) of the Department of Social Services may meet with a student on school property other than in any school building or child care facility where the abuse of the child allegedly occurred. The principal will verify and record the identity of any CD representative who request to meet with or take custody of a student.

#### Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule as possible.

Adopted: April 5, 1982  
Revised: December 3, 1990  
Revised: August 3, 1992  
Revised: August 21, 1995  
Revised: July 21, 2003  
Revised: July 19, 2004

Legal Refs: §§ 167.166, 210.145, 544.193, RSMo.  
New Jersey vs. T.L.O., 469, U.S. 325 (1985)

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

All records of notices, conferences and actions taken to resolve student complaints and grievances will be filed and identified as grievance records, and will not be placed in personnel files.

Adopted: January 20, 1992

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT DISCIPLINE

The Board of Education has the authority or may delegate to the superintendent the responsibility to make reasonable and necessary rules and regulations governing the conduct of students in the school. These rules will apply to all students who are in attendance in district instructional and support programs as well as school-sponsored activities and events. In addition, the superintendent and the Board of Education may take disciplinary action against a student whenever a student's conduct (no matter where the conduct occurs which includes off-campus misconduct which is not school related) is prejudicial to good order and discipline in the schools or impairs the morale and good conduct of students and may immediately remove a student from school upon a finding by the principal, superintendent, or Board of Education that the student poses a threat of harm to himself or herself or to others, as evidenced by the prior misconduct of such student.

Because of the maturity level of elementary students, it is emphasized that discipline, especially at the elementary level, should not be synonymous with punishment, but rather with effective management of children. As such, it requires the cooperation of the child, the family, the school, and the community.

Positive reinforcement of desired behavior is at the core of all successful discipline, philosophies, and plans. Reinforcing positive behavior routinely will often prevent having to implement stated consequences for inappropriate behavior. Peace tables are available for students K-2 to meet and discuss differences and the concept of peer mediation is formally introduced to all students in grades 3-5. Each school building throughout the district has in place a program designed to address specific needs of the at-risk child. Common programmatic characteristics include: Identification, counseling, positive reinforcement, positive peer influence, peer tutoring, A+ tutoring, staff mentoring, classroom interventions, academic monitoring and transition monitoring, expanded learning opportunities, parental involvement and service projects. PPI is a program aimed at promoting positive role models by identifying a core team of students and providing these students with motivational workshops on serving as a positive role model for all students. Special educational and recreational activities are often designed to unite at-risk students with PPI role models.

Ideally, the child upon entering school should acknowledge and accept authority, be mannerly in conduct and speech, respect the rights and privileges of others, and be able to work and cooperate with both children and adults. The school must, in turn, recognize that all children do not achieve these goals in the same way or at the same point in life and, therefore, must assist them in attaining these standards. The school environment should be warm, friendly and accepting of children's differences. At the same time, each school should have well-defined standards of behavior with consequences for misbehavior, consistently applied by the staff. These standards will be distributed to students and parents. An explanation of discipline policies shall be given to students by the principal and/or staff. A student shall be given the opportunity to defend or explain his/her behavior to the teacher or building administrator before a decision is made regarding disciplinary action.

The Board believes that a student can do his/her best learning and a teacher can do his/her best teaching in an atmosphere in which appropriate behavior is expected of all students. The Board also believes that all children have the potential for behaving appropriately, that children choose their behaviors, and that children can be guided and taught to make appropriate choices.

In order to accomplish this, the district will endeavor to provide a school environment that gives each student opportunities to experience success, thus enhancing the sense of security, self-concept, and personal worth. The student discipline program will aim to develop self-respect, individual responsibility, and mutual esteem for each person and for the rights of others.

In this regard, the student discipline guidelines become an integral component of the educational process and a symbol of the commitment of parents, students, teachers, administrators, and community members to the maintenance of an effective learning environment. Close communication and a cooperative effort on the part of the school and the home are essential to a positive school environment for all children.

Should occasions arise when, in the opinion of the teacher and principal, disciplinary action is necessary, parents will be notified and appropriate action will be taken. Early notification of parents with periodic

conferences with the child, teacher, parent and principal are encouraged to achieve positive solutions to an individual child's discipline problem.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Administrators have the responsibility for maintaining and facilitating the educational programs. The principal is authorized by state statute to suspend students for up to ten (10) school days for violation of rules and regulations.

Flagrant disregard for policies, rules and regulations may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

The Board authorizes the immediate removal of a student upon a finding by a principal, superintendent or Board that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures set forth for suspensions.

Discipline standards must not be limited to the classroom, but must extend to halls, playgrounds, lunchrooms, bus stops, extracurricular activities and any place where students gather on school property. Teachers are required to report violations of policy and/or regulations by students during the school day, while in attendance at school-sponsored activities or when they observe rules and policies being violated.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties, including but not limited to approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

The comprehensive discipline policy of the district is composed of this policy and all subcoded policy codes. This includes, but is not limited to, the following policies and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A summary of the district's discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year with a comprehensive copy available in all school offices and the superintendent's office during normal business hours.

Adopted: April 5, 1982  
Revised: August 1, 1983  
Revised: August 5, 1985  
Revised: August 21, 1989  
Revised: August 20, 1990  
Revised: June 17, 1991  
Revised: August 15, 1994  
Revised: August 19, 1996  
Revised: November 18, 1996  
Revised: August 18, 1997  
Revised: July 20, 1998  
Revised: July 18, 2005

Revised: June 21, 2010

Cross Refs: JFA, Student Due Process Rights  
JGA, Corporal Punishment  
JGB, Detention and/or In-School Suspension of Students  
JGD, Student Suspension and Expulsion  
JGE, Discipline of Students with Disabilities

JGF, Discipline Reporting and Records  
Legal Refs: §§ 160.261, 167.161 -.171, 171.011, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

## CORPORAL PUNISHMENT

Corporal punishment is not considered an appropriate means of punishment in Fort Zumwalt School District. Other means of punishment will be used as a measure of correction or of maintaining discipline and order in schools. A staff member may, however, use reasonable physical force against a student without advanced notice to the principal, if it is essential for self-defense, the preservation of order or for the protection of other persons or the property of the school district.

Adopted: April 5, 1982  
Revised: July 19, 1982  
Revised: December 3, 1990

Legal Refs: §§ 160.261, 171.011, 563.061, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

DETENTION OF STUDENTS  
(Saturday Detention Hours)

The Saturday Detention Hours will provide principals in the Fort Zumwalt School District an appropriate avenue for dealing with relatively minor violations of school rules and regulations. When this disciplinary measure is to be used, students will be assigned to serve a specified number of detention hours on a designated Saturday and in a specified location. School administrators will be the only district personnel authorized to assign students to Saturday Detention Hours. Proper notification will be given to the student and parents/guardians by the principal when Saturday Detention Hours are assigned. Procedures and guidelines for implementing Saturday Detention Hours are contained in the *Disciplinary Guidelines Handbook*.

Adopted: July 19, 1982

Revised: June 20, 2011

Cross Refs: JG, Student Discipline

Legal Refs: § 160.261, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

ZUMWALT ALTERNATIVE EDUCATIONAL PROGRAM  
IN-SCHOOL SUSPENSION PROGRAM

The Zumwalt Alternative Educational Program/In-School Suspension Program will provide principals with an additional alternative for dealing with the behavior problems that occur in the school. When this alternative is appropriate, students will be assigned to serve a specified number of days in the alternative classroom. Procedures and guidelines for implementing the Zumwalt Alternative Educational Program/In-School Suspension Program are contained in the Discipline Guidelines Handbook.

Objectives of the Fort Zumwalt Alternative Educational Program/In-School Suspension Program

The objectives of the Fort Zumwalt Alternative Educational Program/In-School Suspension Program will be to:

1. Reduce the amount of student time out of school.
2. Reduce the frequency of student rule violations.
3. Improve the learning environment of other students.
4. Provide an additional alternative for principals to use in dealing with discipline problems.
5. Provide for problems of intermediate seriousness -- more serious than detention -- less serious than out-of-school suspension.
6. Provide an alternative that reduces the negative impact that a suspension has upon a student's grades.

Adopted: July 19, 1982  
Revised: August 21, 1989  
Revised: June 20, 2011

Cross Refs: JG, Student Discipline

Legal Refs: § 160.261, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT SUSPENSION AND EXPULSION

NOTE: The following procedures apply to all students. However, appropriate discipline for students with disabilities shall be in accordance with policy JGE, Discipline of Students with Disabilities.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administration may exclude a student from school because of violation of school rules and regulations, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers staff, the student, other students or the property of the school, provided such action is taken in accordance with due process and with due regard for the welfare of the staff, student and school. Furthermore, if a student poses a threat to self or others, as evidenced by prior conduct of such student, the administrator may immediately remove the student from school.

The term "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy. The term "expulsion" refers to exclusion for an indefinite period.

The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and policy JEC, Student Admissions. Before making any decision to honor such suspensions or expulsions, the Superintendent or designee will consider whether the student has received the due process required by law.

### **Suspensions**

In Missouri, a Principal may suspend a student for up to ten (10) school days. A Superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a Principal or Superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the Principal or Superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below applies unless the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act. (For students with disabilities the procedures described in the policy dealing with the discipline of students with disabilities.)
3. The Principal or Superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the Principal or Superintendent may decide not to suspend a student unless conferences (between the teacher, student and Principal and/or between the parent, student and Principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a Principal must be reported immediately, and in writing, to the Superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
  - A. The student, his or her parents, guardians or others having custodial care have a right to appeal the Superintendent's decision to the Board or a committee of the Board appointed by the Board president.

- B. If the parent/guardian of the student gives written notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the Superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
- C. All notices of appeal shall be transmitted, either by the appealing party or by the Superintendent, to the Secretary of the Board. Oral notices, if made to the Superintendent, shall be reduced to writing and communicated to the Secretary of the Board.
- D. The Superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the Superintendent, and the reasons for the action.
- E. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
- F. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

### **Suspensions For More Than 180 School Days and Expulsions**

Only the Board may suspend a student for more than 180 school days or expel a student. The applicable procedures are outlined below.

- 1. If the Superintendent concludes that the student has engaged in misconduct and should be suspended for more than 180 school days, or expelled the procedures described below apply unless the student has a disability. (In the case of a disabled student, the procedures described in the policy dealing with the discipline of disabled children shall apply.)
  - A. The Superintendent will recommend to the Board that the student be suspended for more than 180 school days or expelled. The Superintendent may also immediately suspend the student for up to 180 school days.
  - B. Upon receipt of the Superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
- 2. If the student is expelled, he or she may later apply to the Board for re-admission. Only the Board can readmit an expelled student.

### **Student Discipline Hearings**

The Board of Education may originate student discipline hearings upon recommendation of the Superintendent. In such cases, the Board of Education will review the Superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents/guardian, to consider appeals from student suspension in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the Superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In appeals of suspension in excess of ten (10) school days and in situations where the Superintendent is recommending the suspension of a student for more than 180 days or an expulsion, the following procedures will apply:

1. Prior to the hearing, the student's parent/guardian will be given written notice of the charges and the date, time and place of the hearing.
2. The hearing will be closed unless the Board decides otherwise and the parent consents to the open hearing. At the hearing, the administration or the district's counsel will present testimony and other evidence to support the charges. The Board may consider, among other things, records of past disciplinary actions, criminal court records or juvenile court records consistent with the provisions of law, and any actions of the pupil which would constitute a criminal offense. The district will have a court reporter present at the hearing or will otherwise make a record of the hearing.
3. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; to expel the student from the schools of the district; or to issue such other and further decision as is appropriate under the circumstances. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision. This shall include Findings of Fact and Conclusions of Law.

### **Remedial Conference**

Prior to the re-admission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved in the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

Adopted: April 5, 1982  
Revised: August 5, 1985  
Revised: December 3, 1990  
Revised: August 16, 1993  
Revised: August 21, 1995  
Revised: August 19, 1996  
Revised: November 18, 1996  
Revised: July 20, 1998  
Revised: June 18, 2001  
Revised: June 20, 2011

Cross Refs: JG, Student Discipline  
JFAA, Student Discipline Hearings  
JGE, Discipline of Disabled Students

Legal Refs §§ 160.261, 162.955 - .963, RSMo.  
§§ 167.161 - .171, RSMo.  
Chapter 536, RSMo  
P.L. 94-142, The Education for All Handicapped Children Act of 1975  
Individuals with Disabilities Act, as amended P.L. 94-142 105-117

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT SUSPENSION

The following procedures will be implemented in any out-of-school suspensions of students.

1. Notice - The principal, his or her designee, or superintendent at the time of contemplated action will give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice will be given in person. If written, delivery may be by United States mail addressed to the last known address of the student or his or her parent/guardian.
2. Contents of Written Notice - The notice will contain the following information:
  - A. Current date
  - B. Name of student
  - C. Student's grade level
  - D. Number of days of suspension
  - E. Date suspension becomes effective
  - F. Date student is eligible to return to school
  - G. Reason for suspension
  - H. Notice of appeals procedure
  - I. Additional comments/requests (optional)
  - J. Signature and title of person initiating suspension
3. Informal Hearing - No student shall be suspended unless the following informal hearing procedures are implemented:
  - A. The student shall be given oral or written notice of the charges against him or her; and
  - B. If the student denies the charges, he or she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and
  - C. The student shall be given an opportunity to present his or her version of the incident before judgment is rendered. A student has the right to bring forward witnesses on his or her behalf.
  - D. Prompt notification will be given to the parent/guardian or others having custodial care of the student, of the administrator's action and the reasons for such action.
4. Timing - The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of hearing. However, whenever possible and practical, parents/guardians shall have the opportunity to be present at any hearing resulting in a student's suspension from school.
5. If the student's presence in school presents a danger - Notice of an informal hearing need not be given prior to removal from school when, in the opinion of the principal or his or her designee, and/or superintendent or the School Board a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
6. Appeals Process - In the event the student or parent/guardian wishes to appeal the suspension of a student, the parent/ guardian should contact the Superintendent of Schools in writing. A date and time will be scheduled for the student or parent/guardian to present an appeal. Any alternatives to the suspension that are offered by the superintendent in conjunction with the suspension will be removed if the parent/guardian or student requests an appeal before the Board of Education.

Approved: April 5, 1982  
 Revised: January 4, 1993  
 Revised: August 19, 1996  
 Revised: July 20, 1998  
 Revised: August 20, 2002  
 Revised: June 20, 2011  
 Fort Zumwalt School District, O'Fallon, Missouri

## DISCIPLINE OF DISABLED STUDENTS

The obligation and the responsibility to attend school regularly and to comply with the District's discipline policies applies to all students. When appropriate, the District may discipline a student with a disability who has not complied with the District's discipline policies in a manner that is consistent with the district's policies and applicable law. Special education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed.

Adopted: April 5, 1982  
Revised: August 5, 1985  
Revised: December 3, 1990  
Revised: August 16, 1993  
Revised: August 21, 1995  
Revised: August 19, 1996  
Revised: November 18, 1996  
Revised: September 20, 1999

Cross Refs: JG, Student Discipline  
JGD, Student Suspension and Expulsion

Legal Refs Individuals with Disabilities Education Act, P.L. 94-142  
§ 504 of the Rehabilitation Act of 1973  
§§ 160.261, 162.680, .955 - .963, 167.161 - 171, RSMo  
Honig v. Doe, 108 S. Ct. 592 (1988)  
Americans With Disabilities Act (42 U.S.C. 12101 et seq.)

Fort Zumwalt School District, O'Fallon, Missouri

## DISCIPLINE OF DISABLED STUDENTS

### **Removal from Current Educational Placement for not more than ten consecutive school days; Not more than ten cumulative days removal for the current school year.**

A Student with a disability who violates the District's discipline policy who has not been removed from the current educational placement for more than ten (10) consecutive school days should be discipline in the same manner as other students.

Services will not be provided to the student when the total number of days the student has been removed from the current educational placement is not more than ten (10) days, unless services are provided to children without disabilities who have been similarly removed.

### **REMOVAL FROM CURRENT EDUCATIONAL PLACEMENT FOR MORE THAN TEN CUMULATIVE SCHOOL DAYS**

A student with a disability who violates the District's discipline policy who has been removed from the current educational placement for more than ten (10) cumulative days in the current school year may be disciplined for not more than ten (10) consecutive school days in the same manner as other students, if the pattern of short term exclusions totaling more than ten (10) cumulative days does not constitute a change of placement.

On the eleventh days of removal in a school year, the District will provide educational services. If the cumulative removals do not constitute a change of placement, the services to be provided will be determined by school personnel in consultation with the student's special education teacher.

A series of removals from the current educational placement for more than ten (10) days may amount to a pattern of exclusion that constitutes a change of placement. If a student with a disability has been removed for more than ten (10) cumulative school days and the removals constitute a change of placement, or if a school administrator determines that a removal for more than ten (10) consecutive school days is being considered, on the date a decision to make such a removal is made, the parents will be notified of the decision and provided a copy of the IDEA procedural safeguards.

Not later than ten (10) business days after commencing a cumulative removal that constitutes a change of placement or when considering a removal of greater than ten (10) consecutive school days, the District will convene an IEP meeting to develop a functional behavioral assessment plan if one has not previously been conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as necessary.

In addition, not later than ten (10) days after the date of the decision to remove a student for more than ten (10) cumulative days constituting a change of placement or for consideration of a removal of more than ten (10) consecutive school days, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to disciplinary action.

If a determination is made that the student's behavior was not a manifestation of the student's disability, disciplinary rules will be applied to the student in the same manner they would be applied to a student without a disability, except that a free appropriate public education will be provided to the student as determined by the IEP team.

### **LONG TERM CHANGES IN PLACEMENT (DRUGS AND WEAPONS)**

In addition to any other actions consistent with this regulation, District administrators may assign a student to an interim alternative educational setting for a period of time not to exceed forty-five (45) calendar days, when a student with a disability:

1. Possesses a weapon at school or at a school function; or
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or at a school function.

On the date a decision to make such a removal is made, the parents/guardians will be notified of the decision and provided a copy of the IDEA procedural safeguards.

Not later than ten (10) business days after commencing such a removal, the District will convene an IEP meeting to develop a functional behavioral assessment plan if one has not been previously conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as needed.

Not later than ten (10) days after the date of the decision to assign a student to an interim alternative educational setting, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to the disciplinary action and to determine the interim alternative educational placement.

The IEP team will decide on an interim alternative educational setting that will allow the student to continue to progress in the general curriculum, to receive the services and modifications that will enable the child to meet the goals set out in the student's IEP, and to receive services and modifications to attempt to prevent the student's behavior from recurring.

## **DEFINITIONS**

*Illegal Drug* means a controlled substance not including drugs legally used or possessed under the supervision of a health care professional.

*Weapon* means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.

*Controlled substance* means a drug or other substance identified under schedules I, II, III, IV or V in 21 U.S.C. & 812 ©.

Adopted: September 20, 1999

Fort Zumwalt School District, O'Fallon, Missouri

## DISCIPLINE REPORTING AND RECORDS

In compliance with state law, the Board of Education establishes explicit channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff and patrons of the district. The purpose of this policy is to designate specific actions committed by students which must be reported to teachers, administrators and/or law enforcement officials as well as those actions which must be documented in a student's discipline record.

### **Definitions**

The following definitions and terms apply to this policy:

1. "Act of School Violence/Violent Behavior" - The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district, or while involved in school activities.
2. "Serious Physical Injury" - Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
3. "Serious Violation of District's Discipline Policy" - One or more of the following acts if committed by a student enrolled in the district:
  - Any act of school violence/violent behavior.
  - Any offense which occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
  - Any offense that results in an out-of-school suspension for more than ten (10) school days.
4. "Need to Know" - Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.
5. "School or District Property" – Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots, designated bus stops and school transportation, and any property on which any school activity takes place.

### **Reporting to School Staff**

School administrators shall report acts of school violence to all teachers at the attendance areas in which the involved students are educated and to other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. In addition, any portion of a student's Individualized Education Program (IEP) that is related to demonstrate or potentially violent behavior shall be provided to any teacher and other district employees with a need to know the information.

The superintendent or designee will inform district employees with a need to know of any act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement authority in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student.

Any teacher who is aware of an incident in which a person is believed to have committed an act which if committed by an adult would be first, second or third degree assault, sexual assault or deviate sexual assault against a student or school employee, while on school property, buses or at school activities shall immediately report such incident to the principal. The teacher shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

### **Report to Law Enforcement Officials**

Any felon listed in this section, or any act which if committed by an adult would be a felony listed in this section, that is committed on school property, on any school bus or at any school activity must be reported by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. The following acts are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo;
2. Voluntary or involuntary manslaughter under § 565.024, RSMo;
3. Kidnapping under § 565.110, RSMo;
4. First, second, or third degree assault under §§ 565.050, .060, .070, RSMo;
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo;
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo;
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo;
8. Robbery in the first degree under § 569.020, RSMo;
9. Possession of a weapon under chapter 571, RSMo;
10. Distribution of drugs under §§ 195.211, .212, RSMo;
11. Arson in the first degree under § 569.040, RSMo;
12. Felonious restraint under § 565.120, RSMo;
13. Property damage in the first degree under § 569.199, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo
16. Sexual abuse pursuant to § 566.100, RSMo
17. Harassment under § 565.090, RSMo
18. Stalking under § 565.225, RSMo

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the school district is aware is under the jurisdiction of the court.

Any teacher or other employee who is aware of an incident in which a person is believed to have committed an act that if committed by an adult would be first, second or third degree assault, sexual assault or deviated sexual assault against a student or school employee, while on school property, school transportation or at school activities shall immediately report such incident to the principal. The employee shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these offenses to the appropriate law enforcement agency and the superintendent.

School district's may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

### **Student Discipline Records**

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to teachers and other school district employees with a need to know, and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request. If a student is placed in another school by the Children's Division, the records will be transferred to the new school within two business days after notification from the Children's Division. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Rates and durations of, and reasons for, suspensions of ten (10) days or longer and expulsions of students shall be reported pursuant to Department of Elementary and Secondary Education (DESE) data reporting requirements.

### **Confidentiality**

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

### **Liability**

Teachers and authorized district personnel, including volunteers selected with reasonable care by the district, shall not be civilly liable when acting in accordance with the Board's discipline policies or when reporting to the appropriate supervisor or other person acts of violence or threatened acts of school violence, pursuant to law and district policy.

Adopted: November 18, 1996  
Revised: June 18, 2001  
Revised: July 18, 2005  
Revised: June 20, 2011

Legal Refs: § 160.261, .522, 167.020, 167.115-.117, .122, 210.865, 565.002, RSMo

Fort Zumwalt School District, O'Fallon, Missouri

**FORT ZUMWALT SCHOOL DISTRICT  
STUDENT DISCIPLINE  
ELEMENTARY SCHOOLS**

At the elementary (K-5) level, appropriate student behavior and lasting habits of good citizenship can best be accomplished by recognizing and rewarding good behavior. Students will be rewarded for following school rules and maintaining good citizenship through special recognition programs arranged by the principal. This is seen as being effective in maintaining a good learning environment and encourages the young student to abide by rules of good behavior. In addition, teachers are encouraged to have a system for rewarding good behavior in the classroom.

However, when the rights and privileges of others have been abridged, the educational process interrupted, or illegal acts committed, which includes off campus misconduct that is prejudicial to good order or discipline in the schools or impairs the morale and good conduct of students, policy dictates that certain consequences be appropriately applied. Each principal will establish a brief list of simple school rules to ensure an appropriate atmosphere for instruction. In addition, classroom teachers will also have a classroom management plan that has been approved by the principal. Special rules will also be posted for the cafeteria and playground.

The school district is committed to providing an environment free from intimidating, hostile, or offensive behavior, verbal or physical conduct or communication constituting sexual harassment or sexual assault. Sexual harassment or assault by a student against any student is prohibited. Sexual harassment of a student by another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, letters, or physical contact such as patting, pinching, grabbing, groping or probing.

The Fort Zumwalt Board of Education declares a policy against and prohibits racial harassment. Policy ACA prohibits any oral, written, graphic or physical conduct related to an individual's race, color or national origin so as to interfere with or limit his/her ability to participate in or benefit from programs. Examples of this conduct can include, but are not limited to, racial name calling, graffiti, cartoons of a negative demeanor, racially motivated harassing, threatening or intimidating comments, and physical acts of aggression. Allegations of racial harassment should be reported to the most immediate administrator or the Title VI coordinator, Assistant Superintendent Student Personnel Services, at 110 Virgil Street, O'Fallon, MO 63366, Phone: (636) 240-2072. Nothing in policy ACA prohibits a complaint from being filed with the Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114, phone: (816) 268-0550.

In-service programs on student discipline techniques will be developed and presented annually for certified and non-certified staff to ensure all personnel at the elementary level are adequately prepared to administer appropriate consequences for both good and poor student conduct.

Elementary (Grades K-2)

Students in grades K, 1, and 2, because of their young age and inexperience in a structured instructional setting, seldom behave in a way that the teacher or supervising personnel cannot address without involving other personnel. Therefore, the most appropriate approach is to establish and maintain appropriate behaviors with methods less structured than those outlined herein for older students. While the classroom teacher will handle many of the more minor violations of rules, in the event of chronic or serious misbehavior, the district Elementary Discipline Referral and Feedback Form will be used to indicate incidents of misbehavior and action taken when an incident requires the intervention of the principal.

Elementary (Grades 3-5)

Intermediate elementary students (grades 3, 4, and 5) have experienced the structured school setting and are familiar with expectations and appropriate behavior. Classroom teachers must establish appropriate expectations with the entire class at the beginning of the school year, thereby providing the appropriate setting for instruction. Administrators will review these guidelines and expectations at the beginning of the school year (within 10 days) and at the beginning of the second semester (within 10 days). When misbehavior is occurring that is threatening or harassing in nature, reviews of behavioral expectations will be instituted in classrooms by administration/staff. The

district Elementary Discipline Referral and Feedback form will be used to indicate incidents of misbehavior and action taken when an incident requires the intervention of the principal.

#### Acts Of Misconduct Which Are Minor In Nature

Minor misbehaviors may impede the orderly operation of the classroom or school. Such misbehavior can usually be handled by an individual staff member, but sometimes requires the intervention of other school support personnel. These misbehaviors may include, but are not limited to, the following:

1. Classroom disruptions such as excessive talking, inappropriate sounds, out of seat without permission, distracting others, etc.
2. Dishonesty
3. Failure to follow or carry out directions
4. Scuffling
5. Possession of prohibited articles such as water pistols, radios and other electronic devices, etc.
6. Other minor misbehaviors as stipulated in the approved classroom management plan
7. Harassment/Bullying

The appropriate disciplinary response to these misbehaviors includes immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Disciplinary options available to a staff member for this type of conduct include, but are not limited to the following:

1. Consequences as stipulated in the approved classroom management plan as approved by the principal
2. Verbal reprimand
3. Withdrawal of privileges
4. Written apology by student
5. Conference with student
6. Phone call to parent by student to explain misbehavior
7. Conference with parents by phone or in person
8. Repeated misbehavior may require a parent conference with the administrator or the use of a more serious disciplinary measure as outlined herein.

#### Acts Of Misconduct Of A More Serious Nature

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school will be handled more sternly than those previously described. Those infractions which result from the continuation of minor misbehaviors, listed previously, require the intervention of personnel on the administrative level because the execution of disciplinary options has failed to correct the situation.

Included in this category are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel. These may include, but are not limited to the following:

1. Persistent or habitual misconduct
2. Truancy
3. Habitual late arrival to school
4. Disrespect/insubordination
5. Theft (less than \$30)
6. Vandalism (less than \$30)
7. Cheating
8. Fighting
9. Failure to abide by corrective measures for misconduct or other misbehaviors as stipulated in the approved classroom management plan.
10. Racial Harassment
11. Sexual Harassment/Bullying
12. Threats of Violence
13. Possession of a Weapon or Dangerous Weapon
14. Bullying/Cyberbullying/Sexting

The appropriate disciplinary response to these misbehaviors includes immediate intervention and referral to the principal by the staff member who is supervising the student or who observes the misbehavior. Disciplinary options available to the principal for this type of conduct include, but are not limited to the following:

1. Conference with parents by phone or in person. At this time parents may be notified that persistent misbehavior could result in temporary removal of the child from the classroom or from school.
2. Conference with student
3. Time-out or In-School Suspension
4. Withdrawal of privileges such as recess, possible loss of field trip privileges, assemblies, or school activities, etc.
5. Referral to outside agency or school district support service
6. Financial restitution, if applicable

Acts of Misconduct Directed Against Persons or Property Which is Prejudicial to the Operation of the School Requiring Administrative Action

Acts involving actions which are so serious that they always require administrative action will result in at least temporary removal of the student from the classroom or school. These may involve the intervention of law enforcement authorities and action by the Superintendent of Schools and the Board of Education. These acts may include, but are not limited to the following:

1. Persistent or habitual misconduct
2. Possession/use of tobacco/prescription drugs/illegal drugs
3. Vandalism (\$30 or more)
4. Theft (\$30 or more)
5. Assault against students or adults (includes puncturing/sticking other students with pins/needles/other objects)
6. Blatant disrespect/insubordination
7. Sexual Harassment/Assault
8. Possession and/or use of fireworks/explosives/dangerous and/or nuisance items
9. Possession and/or use of firearm/weapon
10. Threats of Violence
11. Racial Harassment
12. Bullying/Cyberbullying/Sexting

The appropriate disciplinary response to these actions include immediate intervention by the staff member observing the misbehavior, referral to building principal, removal from classroom or school environment and notification of parent/guardian. Contact of law enforcement authorities will be made if appropriate. The Superintendent or his/her designee will receive a report of the incident. Disciplinary options to be used for these actions include, but are not limited to the following:

1. Withdrawal of privileges such as recess, possible loss of field trip privileges, assemblies, or school activities, etc.
2. In-School Suspension
3. Out-of-school suspension - Turning in make-up work will be required
4. Possible referral to Superintendent or Board of Education for further action
5. Financial restitution, if applicable
6. Referral to outside agency
7. Notification of law enforcement officials
8. Removal from Bus for Extended Period



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Revised: June 29, 2009  
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Fort Zumwalt School District, O'Fallon, Missouri

**FORT ZUMWALT SCHOOL DISTRICT**  
**STUDENT DISCIPLINE**  
**SECONDARY SCHOOLS**  
**HIGH SCHOOL**

Procedures and guidelines for implementing detention hours, in-school suspension and out-of-school suspension for misbehavior in school and on the bus are contained within the Elementary and Secondary Disciplinary Guidelines Handbook. The following is intended to provide a guide for Saturday Detention, In-School Suspension, Zumwalt Alternative Educational Program, and Out-of-School Suspension. The circumstances surrounding an incident and the student's previous disciplinary record, grade level, i.e., middle school versus high school, and special education placement, if applicable, should be taken into account in determining the appropriate punishment. After the student has received appropriate due process measures, if warranted, consequences should be assigned and implemented in a timely fashion. Consequences should be completed as soon as possible following assignment. Many students, as they commit acts of misconduct, become repeat offenders and eventually reflect a defiance of authority with their continued lack of cooperation. Therefore, it is sometimes necessary to take more firm disciplinary action than the guidelines might call for because of repeated misconduct. In situations such as this, the student's last act of misconduct could very well be of a milder nature than some of the previous acts of misconduct, causing the administration to recommend firmer disciplinary action because of repeated misconduct. This code includes, but is not limited to, acts of students on school playgrounds, parking lots, school buses, bus stops or at a school activity which includes behaviors both on and off campus that are prejudicial to good order or discipline in the schools or impairs the morale or good conduct of student.

The school district is committed to providing an environment free from intimidating, hostile, offensive behavior, verbal or physical conduct, or communication constituting sexual harassment or assault. Sexual harassment by a student against any student is prohibited. Sexual harassment of a student by another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, letters, or physical contact such as patting or pinching. Sexual assault may include touching, probing, grabbing and groping.

The Fort Zumwalt Board of Education declares a policy against and prohibits racial harassment. Policy ACA prohibits any oral, written, graphic or physical conduct related to an individual's race, color or national origin so as to interfere with or limit his/her ability to participate in or benefit from programs. Examples of this conduct can include, but are not limited to, racial name calling, graffiti, cartoons of a negative demeanor, racially motivated harassing, threatening or intimidating comments, and physical acts of aggression. Allegations of racial harassment should be reported to the most immediate administrator or the Title VI coordinator, Assistant Superintendent Student Personnel Services, at 110 Virgil Street, O'Fallon, MO 63366, Phone: (636) 240-2072, Ext. 18511. Nothing in policy ACA prohibits a complaint from being filed with the Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114, phone: (816) 268-0550.

The purpose of these guidelines is to further consistency from school to school and among administrators within a school. However, deviations are appropriate when circumstances warrant. It is assumed that the classroom teacher will handle many of the more minor violations of rules which do not warrant referral to an administrator. To assist the classroom teacher in handling incidents which do not warrant referrals, student discipline in-service programs will be developed and presented annually.

Administrators will review these guidelines with students at the beginning of the school year, at the beginning of second semester and at the midpoint of fourth quarter, but no later than fifteen school days before the end of the school year.

**After School/Saturday Detention**

Principals will assign After School/Saturday Detention for relatively minor violations of school rules. If the parent opts for an out-of-school suspension over Saturday Detention Hours, 4 detention hours is equivalent to **1 day** of suspension, without make-up privileges.

The second offense of failing to attend After School/Saturday Detention hours will result in three days in school suspension at the high school level. Students may have Saturday Detention Hours rescheduled only one time per semester. When After School/Saturday Detention Hours occur at the end of the school year and are for more Saturdays than are left in the current school year, the Saturday detention hours will carry into the next school year. However, the option of community service will be made available to parents of students with carry-over detention. The community service is to be arranged by the parent. The appropriate forms are available through the assistant

principal's office. Violations which frequently result in assignment to detention may include, but are not limited to, the following:

Academic Dishonesty	- 1st Offense – Zero Credit, parent notification
Bulling/Harassment/Cyberbullying	- Each infraction will be dealt with on an individual basis up to and including suspension and expulsion, possible notification of law enforcement officials.
Cell Phones First Offense	- Warning (parent notified by mail, student pick-up phone in office end of the day)
Second Offense	- 2 hours Detention (parent notified by mail, parent pick-up phone)
Class Disturbance/Inappropriate Behavior of a minor nature	- 2 to 8 hours
Defacing School Property (remuneration by student required)	- 1 <sup>st</sup> offense - 4 hours - 2 <sup>nd</sup> offense - 8 hours
Driving to School Without Permission	- 1 <sup>st</sup> offense - 4 hours Saturday detention - 2 <sup>nd</sup> offense - 8 hours Saturday detention
Failure to Attend Detention	- 1 <sup>st</sup> offense – re-schedule detention hours
ID Badge	- 3 <sup>rd</sup> offense – warning, parent notification (letter) - 5 <sup>th</sup> offense– 4 hours detention
Plagiarism (Level 1)	- 1 <sup>st</sup> offense – conference, letter to parent, grade reduction
Minor Scuffling	- 1 <sup>st</sup> offense - 2 to 4 hours - 2 <sup>nd</sup> offense - 4 to 8 hours
Possession of Tobacco (including Chewing Tobacco)	- 1 <sup>st</sup> offense - 4 hours – possible notification of law enforcement officials if under the age of 18 - 2 <sup>nd</sup> offense - 8 hours – possible notification of law enforcement officials if under the age of 18
Possession of Lighter	- 1 <sup>st</sup> offense – 2 hours - 2 <sup>nd</sup> offense – 4 hours
Public Display Affection (PDA)	- 1st Offense – Warning - 2 <sup>nd</sup> Offense – 8 hours
Tardies All classes, per semester <u>Less</u> than 10 minutes late to any class	- 5 <sup>th</sup> tardy, 1 <sup>st</sup> offense – warning/parent contact - 7 <sup>th</sup> tardy, 2 <sup>nd</sup> offense - 4 hours - 10 <sup>th</sup> tardy, 3 <sup>rd</sup> offense – 4 hours - 15 <sup>th</sup> tardy, 4 <sup>th</sup> offense – 8 hours
Truancy (Purposeful Absence from Assigned class) and/or being <u>more</u> than 10 minutes late to any class, unless excused by parent. Unexcused tardies by more than 10 minutes to first hour. No Make-up privileges	- 1 <sup>st</sup> offense (being absent part of an hour through 4 hours) -- 4 hours, and if applicable, loss of driving privileges for 10 days; i.e., use of car for truancy - 1 <sup>st</sup> offense (being absent <u>more</u> than four hours) -- 8 hours, and if applicable, loss of driving privileges for 10 days; i.e., use of car for truancy - 2 <sup>nd</sup> offense -- 8 hours, and if applicable, loss of driving privileges for 30 days; i.e., use of car for truancy

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Vulgar Language	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> offense - 4 hours</li> <li>- 2<sup>nd</sup> offense - 8 hours</li> <li>- Subsequent (see insubordination)</li> </ul>
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Zumwalt Alternative Educational Program

The Zumwalt Alternative Educational Program will be used for problems of intermediate seriousness or for the repeated violation of school rules normally dealt with through Saturday Detention. All incidents will be documented in students' discipline record. If the parent opts for an out-of-school suspension over an in-school suspension, or a student is removed from ZAEP for behavioral infractions, the ratio of 1:1 will be used and no make-up privileges offered. Students enrolled in the Lewis & Clark Vo-Tech School will be allowed to continue in these programs when assigned in-school suspensions.

When in-school suspensions occur at the end of the school year and are for more school days than are left in the current school year, the in-school suspension may carry into the next school year. However, the option of community service will be made available to parents of students with carry-over in-school suspensions. The community service is to be arranged by the parent. The appropriate forms are available through the grade level assistant principal. Six hours of community service are equivalent to one day of in-school suspension for high school students.

Violations which may result in assignment to the Zumwalt Alternative Educational Program or In School Suspension Program may include, but are not limited to, the following:

Academic Dishonesty	- 2 <sup>nd</sup> Offense – 3 days, Zero credit, parent contact.
Bullying/Harassment/Cyberbullying	- Each infraction will be dealt with on an individual basis up to and including suspension and expulsion, possible notification of law enforcement officials.
Careless and Reckless Driving While on the Way to School Reported by local authority While on School Property Violations include: * excessive speed * driving on grass * careless/imprudent * passengers not in vehicle	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> offense - revocation of driving and parking privileges for 9 weeks and 5 days ZAEP</li> <li>- 2<sup>nd</sup> offense - revocation of driving and parking privileges for 1 year duration and 10 days ZAEP</li> </ul>
Class Disturbance/Inappropriate Behavior of a moderate nature	- 5 to 10 days
Depantsing (student(s) in presence of same gender audience resulting in improper exposure (underwear exposed)	- 5 days
Disrespect (Student to Student and/or Student to Staff) 1. Disparaging or Demeaning Language or (defamation of a person's religion, gender or ethnic origin) 2. Disrespectful Conduct or Speech (verbal, written or symbolic language or gesture)	- 5 to 10 days
Driving to School Without Permission	<ul style="list-style-type: none"> <li>- 3<sup>rd</sup> offense - 3 to 5 days</li> <li>- 4<sup>th</sup> offense - 10 days</li> </ul>

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Failure to Attend Detention	<ul style="list-style-type: none"> <li>- 2<sup>nd</sup> offense - 3 days</li> <li>- 3<sup>rd</sup> offense and additional offenses – 5 days</li> </ul>
ID Badge (per semester)	<ul style="list-style-type: none"> <li>- 10<sup>th</sup> offense– 3 days ZAEP</li> <li>- 15<sup>th</sup> offense– (see Chronic Disciplinary Violation)</li> </ul>
Improper Exposure (undergarment exposed) in front of differing gender audiences, ie: including sagging pants.	<ul style="list-style-type: none"> <li>- 5 days</li> </ul>
Insubordination	<ul style="list-style-type: none"> <li>- 3 to 10 days</li> </ul>
Cell Phones	
3 <sup>rd</sup> Offense	<ul style="list-style-type: none"> <li>- 5 days, parent pick-up phone</li> </ul>
4 <sup>th</sup> Offense	<ul style="list-style-type: none"> <li>- 10 days, parent pick-up phone</li> </ul>
Lighting a Match or Lighter	<ul style="list-style-type: none"> <li>- 3 to 10 days</li> </ul>
Major Scuffling	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> offense - 3 to 10 days</li> <li>- 2<sup>nd</sup> offense - 5 to 10 days</li> </ul>
Nuisance Items Including Laser Pointers	<ul style="list-style-type: none"> <li>- 3 to 10 days – Possible notification of law enforcement officials</li> </ul>
Plagiarism (Level 1)	<ul style="list-style-type: none"> <li>- Subsequent offenses – 3 days, zero credit, parent, student conference with principal</li> </ul>
(Level 2)	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> offense - Zero credit, parent contact</li> <li>- Subsequent offenses – 5 days, zero credit, parent, student conference with principal</li> </ul>
Possession of Tobacco (including Chewing Tobacco)	<ul style="list-style-type: none"> <li>- 3<sup>rd</sup> offense - 3 to 5 days, possible notification of law enforcement officials if under 18 years of age</li> <li>- 4<sup>th</sup> offense - 10 days, possible notification of law enforcement officials if under 18 years of age</li> </ul>
Public Display of Affection (PDA)	<ul style="list-style-type: none"> <li>- 3<sup>rd</sup> Offense – 5 days</li> <li>- Subsequent – see Blatant Insubordination</li> </ul>
Removal from Detention Hours	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> offense – 5 days</li> <li>- 2<sup>nd</sup> offense – 5 to 10 days</li> <li>- Additional offenses – 5 to 10 days</li> </ul>
Repeated Discipline Violations	<ul style="list-style-type: none"> <li>- 5 to 10 days</li> </ul>
Sexual Harassment/Sexual Misconduct	<ul style="list-style-type: none"> <li>- 3 to 5 days</li> </ul>
Theft, (less than \$30)	<ul style="list-style-type: none"> <li>- 3 to 10 days -- PLUS restitution for damages or replacement if applicable</li> </ul>
Knowingly Possession of Stolen Property (For less than \$30)	<ul style="list-style-type: none"> <li>- 3 days -- PLUS restitution for damages or replacement if applicable</li> </ul>
Tardies (All Classes - Per Semester) Less than 10 minutes late to any class	<ul style="list-style-type: none"> <li>- 20<sup>th</sup> tardy - 3 days</li> <li>- 25<sup>th</sup>, 30<sup>th</sup>, 35<sup>th</sup> tardy – 5 days</li> </ul>

Truancy (Purposeful absence from assigned class area and/or being more than 10 minutes late to any class unless excused by parent. No make-up privileges.	<ul style="list-style-type: none"> <li>- 3rd offense - 3 days, and if applicable, loss of driving privileges for 175 days, i.e., use of car for truancy</li> <li>- 4th offense – 5 days</li> </ul>
Sexting or Possession of Sexually Explicit Vulgar or Violent Material	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> Offense – 5 to 10 days, notification of law enforcement officials.</li> </ul>
Unauthorized use of Electronic Devices (during test or quiz see Academic Dishonesty)	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> offense – item can be confiscated, returned end of hour</li> <li>- 2<sup>nd</sup> offense – item confiscated, office referral – parents must pick item up from principal</li> <li>Additional offenses – (see Insubordination and Blatant Insubordination)</li> </ul>
Use of Tobacco (Includes Chewing Tobacco)	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> offense - 5 days (if under age 18)</li> <li>Notify law enforcement officials.</li> </ul>
Vandalism (For less than \$30)	<ul style="list-style-type: none"> <li>- 3 to 5 days</li> <li>plus restitution for damages</li> </ul>
Failure to Complete ZAEP Assignments	<ul style="list-style-type: none"> <li>- Any assigned work not completed by the student will be treated by the teacher the same as work not completed in the teacher’s classroom. Zero credit awarded</li> </ul>

Out-of-School Suspension

Out of school suspension should be used when the presence of a student constitutes a threat to other students or has a negative effect upon the learning atmosphere. It may also be helpful when lesser punishments have failed to correct the problem. The Board authorizes the immediate removal of a student upon a finding by the Principal, or Superintendent that a student demonstrates conduct prejudicial to the good order and discipline of the school or poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process set forth for suspensions and will all be documented in student discipline records.

Students will be permitted to make-up assignments missed during out-of-school suspensions with the exceptions of truancy and out-of-school suspensions chosen in place of ZAEP (in-school-suspensions) or removal from ZAEP.

Flagrant disregard for policies, rules and regulations may result in suspension by the Superintendent or expulsion by the Board, both subject to appropriate due process procedures. The Superintendent may suspend a student for up to 180 school days; however; expulsion of students is a function only of the Board of Education.

The Superintendent may recommend high school students who have been suspended for more than ten days admission to the Positive Alternative to Suspension Program (PAS). Students suspended for assault of a staff member will not be eligible for the Positive Alternative to Suspension Program.

When out-of-school suspensions occur at the end of the school year and are for more school days than are left in the current school year, the out-of-school suspension will carry into the next school year. However, the option of community service will be made available to parents of students with carryover suspensions. The community service is to be arranged by the parent. The appropriate forms are available through the assistant principal. Six (6) hours of community service are equivalent to one day of out-of-school suspension for high school students. Seniors eligible for graduation who are under suspension will lose commencement privileges including participation in Grad Night activities.

Academic Dishonesty	<ul style="list-style-type: none"> <li>- Subsequent Offenses – 5 days, Zero credit, parent conference</li> </ul>
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<p>Blatant Disrespect        (To Staff)</p> <ol style="list-style-type: none"> <li>1. Disparaging or Demeaning Language (defamation of a person's religion, gender or ethnic origin)</li> <li>2. Disrespectful Conduct or Speech (verbal, written or symbolic student language or gesture directed to staff member)</li> <li>3. Disruptive Speech or Conduct (conduct or verbal, written or symbolic language)</li> </ol>	<ul style="list-style-type: none"> <li>- 5 to 10 days with possible referral to Superintendent for additional suspension days</li> </ul>
<p>Blatant Disrespect        (To Student)</p> <ol style="list-style-type: none"> <li>1. Disparaging or Demeaning Language (defamation of person's religion, gender or ethnic origin)</li> <li>2. Disparaging or Demeaning Speech (verbal, written or symbolic student language or gesture directed to another student)</li> <li>3. Disruptive Speech or Conduct (conduct or verbal, written or symbolic language)</li> </ol>	<ul style="list-style-type: none"> <li>- 5 to 10 days with possible referral to Superintendent for additional suspension days</li> </ul>
<p>Blatant Insubordination        Defiantly disregards reasonable and repeated requests.</p> <p>Cell Phones</p> <p>5<sup>th</sup> Offense</p> <p>6<sup>th</sup> Offense or Subsequent offense</p>	<ul style="list-style-type: none"> <li>- 5 to 10 days with possible referral to Superintendent for additional suspension days</li> <li>- 5 days, parent pick-up phone</li> <li>- 10 days, parent pick-up phone and possible referral to Superintendent for additional days</li> </ul>
<p>Bullying/Harassment/Cyberbullying</p>	<ul style="list-style-type: none"> <li>- Each infraction will be dealt with on an individual basis up to and including suspension and expulsion, possible notification of law enforcement officials.</li> </ul>
<p>Chronic Disciplinary Violations</p>	<ul style="list-style-type: none"> <li>- 5 to 10 days with possible referral to Superintendent for additional suspension days</li> </ul>
<p>Conduct Prejudicial to the Good Order and Discipline of the School – (Safe Schools Violation – Felony Charge)</p>	<ul style="list-style-type: none"> <li>- Each infraction will be dealt with on an individual basis up to and including suspension or expulsion of the student.</li> </ul>
<p>Hacking District Computers/Programs/Information Systems</p>	<ul style="list-style-type: none"> <li>- Each infraction will be dealt with on an individual basis up to and including suspension and expulsion from school</li> </ul>
<p>Inappropriate Behavior of a serious nature</p>	<ul style="list-style-type: none"> <li>- 5 to 10 days with possible referral to the Superintendent for additional days</li> </ul>
<p>Internet Misuse</p>	<ul style="list-style-type: none"> <li>- Suspension or revocation of Internet and computer access as well as possible disciplinary action taken up to and including suspension and expulsion from school and possible notification of law enforcement officials.</li> </ul>
<p>Plagiarism        (Level 3)</p>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> Offense – 3 days, Zero credit, parent notification</li> <li>- Subsequent Offenses – 5 days, Zero credit, parent notification</li> </ul>

Possession of Tobacco (Includes Chewing Tobacco)	<ul style="list-style-type: none"> <li>- 5<sup>th</sup> offense - 5 days, notification of law enforcement officials if under 18 years of age</li> <li>- Additional offenses - 10 days, notification of law enforcement officials if under 18 years of age</li> </ul>
Sexting or Possession of Sexually Explicit Vulgar or Violent Material	<ul style="list-style-type: none"> <li>- Subsequent Offenses – 10 days, possible referral to Superintendent, notification of law enforcement</li> </ul>
Suspension from Zumwalt Alternative Educational Program	<ul style="list-style-type: none"> <li>- Suspended for the remaining number of in-school suspension days, unless the disciplinary infraction would result in more days than are remaining. (No make-up privileges)</li> </ul>
Theft (\$30 to \$100)	<ul style="list-style-type: none"> <li>- 5 to 10 days with possible referral to Superintendent for additional suspension days. Possible notification to law enforcement officials PLUS restitution if applicable</li> </ul>
Knowingly Possession of Stolen Items (\$30 to \$100)	<ul style="list-style-type: none"> <li>- 5 to 10 days, possible notification of law enforcement officials. Restitution if applicable.</li> </ul>
Vandalism (\$30 to \$100)	<ul style="list-style-type: none"> <li>- 5 to 10 days – possible notification of law enforcement officials. Restitution if applicable.</li> </ul>
Truancy (Purposeful absence from class or assigned area on or off campus)	<ul style="list-style-type: none"> <li>- 5<sup>th</sup> Offense - 5 days</li> <li>- 7<sup>th</sup> Offense - 10 days (No make-up privileges)</li> </ul>
Use of Tobacco (Includes chewing tobacco)	<ul style="list-style-type: none"> <li>- 2<sup>nd</sup> offense - 5 days (if under 18, notify law enforcement)</li> <li>- Additional offenses - 10 days</li> </ul>
Tardies (all classes)	<ul style="list-style-type: none"> <li>- Beyond 35 – See Blatant Insubordination</li> </ul>

Acts of Violence

*An “act of violence” means the exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities.*

Acts of Violence	<ul style="list-style-type: none"> <li>- 10 days with referral to Superintendent for additional suspension days or expulsion, notification to law enforcement officials.</li> </ul>
Arson (Starting or attempting to start a fire or causing an explosion with the intention of damaging property or buildings)	<ul style="list-style-type: none"> <li>- Possible referral to Superintendent for additional suspension days or expulsion, notification of law enforcement officials.</li> </ul>
Assault (Attempting to cause injury to another person; placing a person in reasonable apprehension of imminent injury, includes puncturing/sticking other students with pins/needles/other object(s) and fights which result in personal injury.)	<ul style="list-style-type: none"> <li>- 5 to 10 days with possible referral to Superintendent for additional suspension days, possible notification to law enforcement officials</li> </ul>
Depantsing of student(s) resulting in Improper Exposure (undergarment exposed) in front of differing gender audience	<ul style="list-style-type: none"> <li>- 5 days</li> </ul>

Explosives	- 10 days with possible referral to Superintendent for additional suspension days or expulsion, notification to law enforcement officials
False Alarms (Tampering with emergency equipment, setting off false alarms, making false reports, dialing 911)	- Each infraction will be dealt with on an individual basis up to and including suspension and expulsion of the student.
Fighting	- 5 to 10 days with possible referral to Superintendent for additional suspension days, possible notification to law enforcement officials
Misuse of a match or lighter (to burn or scorch hair, clothing or personal property)	- 5 to 10 days with possible referral to Superintendent for additional suspension days or expulsion, possible notification to law enforcement officials
Possession/Use of Commercially Prepared Fireworks and/or Nuisance Items	- 5 to 10 days with possible referral to Superintendent for additional suspension days
Misuse of Mace/Spray Irritant	- 5 to 10 with possible referral to Superintendent for additional suspension days
Threats of Violence	- Each infraction will be dealt with on an individual basis up to and including suspension and expulsion of the student, and notification of law enforcement officials.
Theft (over \$100) High School	- 10 days with possible referral to Superintendent for additional suspension days. Notification of law enforcement officials. Restitution and/or replacement if applicable
Knowingly Possession Stolen Items (over \$100) High School	- 10 days, notification of law enforcement. Restitution if applicable.
Vandalism (over \$100)	- 10 days with a possible referral to Superintendent for additional suspension days. (possible notification to law enforcement officials, restitution for damages, if applicable)

Weapons (See Policy JFCJ)

*The term "weapon" is defined to mean one or more of the following:*

- A. *A firearm as defined in 18 U.S.C. 921*
- B. *Any device defined in § 571.010 RSMo, including a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife*
- C. *Any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person*
- D. *Any instrument or device defined as dangerous weapon in 18 U.S.C. 930.*

Possession or use of a weapon as defined in 18 U.S.C. 921 or any instrument or device defined in §571.010, RSMo and/or 18 U.S.C. 930. (see items a, b and d above)	- 10 days with referral to Superintendent for suspension for at least one (1) calendar year or permanent expulsion in accordance with Policy JFCJ; notification to law enforcement officials.
Ammunition or Component of a weapon	- 1st Offense – 5 days - 2 <sup>nd</sup> Offense – 10 days with referral
Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or §571.010, RSMo, in item "C" above.	- 5 to 10 days with referral to Superintendent for suspension/expulsion in accordance with FILE: JFCJ, notification to law enforcement officials

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Sexual Harassment	- Allegations of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student
Sexual Assault (May include touching, probing, grabbing and groping.)	- 10 days with referral to Superintendent for additional suspension days, notification to law enforcement officials
Indecent Exposure – skin exposed in presence of same gender audience. (including mooning)	- 5 days with possible notification to law enforcement officials
Indecent Exposure – skin exposed in presence of differing gender audience (including mooning)	- 10 days with referral to Superintendent for additional suspension days, possible notification to law enforcement officials
Depantsing of student(s) resulting in Indecent Exposure in presence of differing gender audience.	- 10 days with referral to Superintendent for additional suspension days, notification to law enforcement officials
Racial Harassment/Slur/Ethnic Comments	- Allegations of racial harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student, possible notification of law enforcement officials
Bullying/Hazing/Harassment	- Each infraction will be dealt with on an individual basis up to and including suspension and expulsion of the student, possible notification of law enforcement officials.

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## **STUDENT APPEARANCE**

Student dress and grooming should be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parents/guardian, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear. (House shoes/slippers are not allowed.)
3. Items of clothing or jewelry associated with a controlled substance are not permitted.
4. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student.
5. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period, in the interest of maintaining safety standards.
6. Students shall not wear the following:
  - a. hats, bandanas, shower caps, or other non-therapeutic headgear inside the school building
  - b. muscle shirts/halter tops/midribs/spaghetti straps/backless or racer back apparel/short shorts/skirts above mid-thigh, or sagging pants (undergarments cannot be exposed including boxers and bra straps)
  - c. clothing/stickers/insignias/colors/visible tattoos that indicate membership in, affiliation with, or support of any gang or similar organization associated with violence, drugs, intimidation or other criminal activity (including rebel flags and swastikas)
  - d. clothing which promotes drugs, alcohol, tobacco, and/or its products
  - e. clothing with sexually suggestive messages, messages that promote the occult, or messages of vulgar nature
  - f. clothing with holes above mid-thigh or exposing undergarments
  - g. jewelry and chains that may be used as a weapon including wallet chains that are 3 inches or longer or that present a safety concern

7. High school students will be required to wear their identification badges at all times in a clearly visible manner at or above waist level.
8. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.

When in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat of safety, the student may be required to make modifications.

## **GANGS AND GANG ACTIVITIES**

The appearance of gangs and gang activities can cause a substantial disruption to the school and school activities. A gang is defined as any group of two or more persons whose purposes include the commission of illegal acts. Gangs and gang activities are strictly forbidden at school. Accordingly, no student on school property or at any school activity:

1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which could be evidence of membership or affiliation in any gang;
2. shall commit any act or omission, or use any speech, either verbal, nonverbal (gestures, hand-shakes, etc.) showing membership or affiliation in a gang.
3. shall use any speech or commit any act or omission to promote the interests of any gang or gang activity, including but not limited to:
  - a. soliciting others for membership in any gang;
  - b. requesting any person to pay protection of otherwise intimidating or threatening any person;
  - c. committing any other illegal act or other violation of school district policies;
  - d. inciting other students to act with physical violence upon any other person.

Infractions will be dealt with on an individual basis, up to and including suspension and expulsion of a student from school. Notification of law enforcement officials.

## **OUT-OF-SCHOOL SUSPENSIONS RELATED TO SUBSTANCES/CHEMICALS**

(Substances/Chemicals refer to drugs, alcohol, or any substances represented to be such as well as unauthorized or misuse or distribution of prescription drugs and over-the-counter drugs.)

The presence of a student in this category constitutes a threat to other students as well as himself/herself and has a negative effect upon the learning atmosphere. Since this type of offense is also against the law, any substance case will result in notification to law enforcement officials and documentation in the student discipline record. Out-of-school suspensions in this category will, hopefully, serve as a deterrent, a protector of other students, a consequence for breaking the school rules, and, if needed, will lead the parent and child to appropriate treatment services.

Students involved in this type of offense who bring or contribute to the distribution of the item resulting in the involvement of other students, will receive more suspension days than those students who participate as a result of the item being brought.

When out-of-school suspensions occur at the end of the school year and are for more school days than are left in the current school year, the out-of-school suspension will carry into the next year. Seniors eligible for graduation who are under suspension will lose commencement privileges. Before a student can re-enter, the student and parent must have a conference on the re-entry date with the appropriate administrator and/or counselor. The appropriate counselor will schedule a second conference with the student within one month after returning to school. Because of the seriousness of this offense, consequences will not start over at the beginning of each school year. A second offense at any point during a student's secondary school career will constitute the consequences for the second offense.

### **Possession and/or Use/Under the Influence**

HIGH SCHOOL

- 50 days by Superintendent and loss of driving privileges

First Offense: 10 days by principal, referral to legal authorities	for a one year period of time, notification to law enforcement officials
	<ul style="list-style-type: none"> <li>A. <i>PLUS</i> an additional 10 days for students who bring or contribute to the distribution of the item resulting in the involvement of other students</li> <li>B. <i>PLUS</i> an additional 10 days for bringing large quantities of substances/chemicals onto school property</li> </ul>

Possession of Drug Paraphernalia	- 10 days
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Parents are required to have an intake assessment conducted for their child at a recognized resource agency for substance abuse. (See attached Resource Agency List). Make-up work/PAS will not be started until an intake assessment is complete. An Intake Assessment Verification Form will be provided by the grade level principal. Make-up work will be given for five (5) days at a time. This work must be completed and returned before an additional five (5) days of assignments will be given to the student. The final five (5) days of make-up work must be returned the first day of re-entry to school in order for the student to receive credit. Make-up assignments must be picked up in the appropriate grade level office AFTER the regular school day, unless other arrangements are approved by the appropriate grade level principal.

Any secondary school student (grade 6-12) that has been disciplined for an incident involving possession and/or use/under the influence or sale of substances/chemicals or any substance represented to be such as well as unauthorized prescription drugs during their secondary school career will receive consequences as outlined for a second offense should they have another occurrence.

<b>HIGH SCHOOL</b>	
Second Offense: 10 days by principal	- 90 days by Superintendent, loss of driving privileges for a one year period of time <i>PLUS</i> an additional 10 days for students who bring or contribute to the distribution of the item resulting in the involvement of other students; notification to law enforcement officials
Third Offense: 10 days by principal	- Recommendation of permanent expulsion to Board of Education, notification to law enforcement officials

**SALE**

<b>HIGH SCHOOL</b>	
First Offense: 10 days by principal	- 165 days by Superintendent (total of 175 school days - equivalent to one school year) - notification to law enforcement officials

Having Been Charged With, Convicted Of, or Pled Guilty To Felony in Court of General Jurisdiction

A student, who has been charged with, convicted or pled guilty in a court of general jurisdiction (i.e., an adult court, not a juvenile or family court) to commission of a felony criminal violation of state or federal law will be suspended or expelled. If the charges are subsequently dismissed or the student is acquitted, the student may be readmitted or enrolled.

Posing a Threat of Harm to Self or Others

A student, who, due to past misconduct committed either in school or away from school, poses a threat of harm to himself/herself or others at school may be suspended or expelled.

Having Been Charged With, Convicted Of, or Pled Guilty to Certain Felonious Behavior in Adult Court or Juvenile Court

A student shall be immediately suspended and may be expelled if the student has been charged with, convicted of, or pled guilty in a court of general jurisdiction to one of the offenses enumerated below. In addition, a student shall be immediately suspended and may be expelled if a petition has been filed in Juvenile or Family Court alleging that the student has committed, or if the student has been found by the Juvenile or Family Court to have committed an act while if committed by an adult would be one of the following offenses:

- a. First degree murder under § 565.020 RSMo;
- b. Second degree murder under § 565.021 RSMo;
- c. First degree assault under § 565.050, RSMo;
- d. Forcible rape under § 566.030, RSMo;
- e. Forcible sodomy under § 566.060, RSMo;
- f. Robbery in the first degree under § 569.020, RSMo;
- g. Distribution of drugs under § 195.212 RSMo;
- h. Arson in the first degree under § 569.040, RSMo;
- i. Kidnapping, when classified as a class A felony under § 565.110, RSMo.
- j. Statutory Rape and Sodomy § 566.032 and §566.062, RSMo.
- k. Harassment § 565.090 RSMo.
- l. Stalking § 565.225 RSMo.

If the charges have been dismissed, or if the pupil has been acquitted or adjudicated not to have committed any of the above acts, the pupil may be readmitted or enrolled.

Adopted: January 19, 1981  
Revised: October 19, 1981  
Reaffirmed: April 5, 1982  
Revised: July 19, 1982  
Revised: August 1, 1983  
Revised: August 6, 1984  
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Fort Zumwalt School District, O'Fallon, Missouri

**FORT ZUMWALT SCHOOL DISTRICT**  
**STUDENT DISCIPLINE**  
**SECONDARY SCHOOLS**  
**MIDDLE SCHOOL**

Procedures and guidelines for implementing detention hours, in-school suspension and out-of-school suspension for misbehavior in school and on the bus are contained within the Elementary and Secondary Disciplinary Guidelines Handbook. The following is intended to provide a guide for Saturday Detention, In School Suspension, Zumwalt Alternative Educational Program, and Out-of-School Suspension. The circumstances surrounding an incident and the student's previous disciplinary record, grade level, i.e., middle school versus high school, and special education placement, if applicable, should be taken into account in determining the appropriate punishment. After the student has received appropriate due process measures, if warranted, consequences should be assigned and implemented in a timely fashion. Consequences should be completed as soon as possible following assignment. Many students, as they commit acts of misconduct, become repeat offenders and eventually reflect a defiance of authority with their continued lack of cooperation. Therefore, it is sometimes necessary to take more firm disciplinary action than the guidelines might call for because of repeated misconduct. In situations such as this, the student's last act of misconduct could very well be of a milder nature than some of the previous acts of misconduct, causing the administration to recommend firmer disciplinary action because of repeated misconduct. This code includes, but is not limited to, acts of students on school playgrounds, parking lots, school buses, bus stops or at a school activity which includes behaviors both on and off campus that are prejudicial to good order or discipline in the schools or impairs the morale or good conduct of student.

The school district is committed to providing an environment free from intimidating, hostile, or offensive behavior, verbal or physical conduct or communication constituting sexual harassment or assault. Sexual harassment by a student against any student is prohibited. Sexual harassment of a student by another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, letters, or physical contact such as patting or pinching. Sexual assault may include touching, probing, grabbing and groping.

The Fort Zumwalt Board of Education declares a policy against and prohibits racial harassment. Policy ACA prohibits any oral, written, graphic or physical conduct related to an individual's race, color or national origin so as to interfere with or limit his/her ability to participate in or benefit from programs. Examples of this conduct can include, but are not limited to, racial name calling, graffiti, cartoons of a negative demeanor, racially motivated harassing, threatening or intimidating comments, and physical acts of aggression. Allegations of racial harassment should be reported to the most immediate administrator or the Title VI coordinator, Assistant Superintendent Student Personnel Services, at 110 Virgil Street, O'Fallon, MO 63366, Phone: (636) 240-2072, Ext. 18511 Nothing in policy ACA prohibits a complaint from being filed with the Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114, phone: (816) 268-0550.

The purpose of these guidelines is to further consistency from school to school and among administrators within a school. However, deviations are appropriate when circumstances warrant. It is assumed that the classroom teacher will handle many of the more minor violations of rules which do not warrant referral to an administrator. To assist the classroom teacher in handling incidents which do not warrant referrals, student discipline in-service programs will be developed and presented annually.

Administrators will review these guidelines with students at the beginning of the school year, at the beginning of second semester and at the midpoint of fourth quarter, but no later than fifteen school days before the end of the school year.

**After School/Saturday Detention**

Principals will assign After School/Saturday Detention for relatively minor violations of school rules. If the parent opts for an out-of-school suspension over Saturday Detention Hours, the ratio of 1:1 will be used: i.e., 4 detention hours is equivalent to 1 day suspension, without make-up privileges.

The second offense of failing to attend After School/Saturday Detention hours will result in in-school suspension of three days at the middle school level. Students may have Saturday Detention Hours rescheduled only one time per semester. When After School/Saturday Detention Hours occur at the end of the school year and are for more Saturdays than are left in the current school year, the Saturday detention hours will carry into the next school year. However, the option of community service will be made available to parents of students with carry-over detention. The community service is to be arranged by the parent. The appropriate forms are available through the grade level assistant principal. One half hour of community service can be substituted for each hour of detention at the middle school level. The violations which frequently result in assignment to detention may include, but are not limited to, the following:

Academic Dishonesty	- 1 <sup>st</sup> Offense – Zero Credit, parent notification
Bullying/Harassment/Cyberbullying	- Each infraction will be dealt with on an individual basis up to and including suspension and expulsion, possible notification of law enforcement.
Cell Phones First Offense	- Warning (parent notified by mail, student pick-up phone in office end of the day)
Second Offense	- 2 hours Detention (parent notified by mail, parent pick-up phone)
Class Disturbance/Inappropriate Behavior	- 2 to 8 hours
Defacing School Property (remuneration by student required)	- 1 <sup>st</sup> offense - 4 hours - 2 <sup>nd</sup> offense - 8 hours
Failure to Attend After School Detention	- 1 <sup>st</sup> offense - re-schedule, contact parent - 2 <sup>nd</sup> offense – 4 hours Saturday detention -
Tardies (per semester/per class)	- 3 <sup>rd</sup> offense - warning letter - 5 <sup>th</sup> offense - 2 hours - 7 <sup>th</sup> offense - 4 hours - 10 <sup>th</sup> offense - 8 hours
Minor Scuffling	- 1 <sup>st</sup> offense - 2 to 4 hours - 2 <sup>nd</sup> offense - 4 to 8 hours
Possession of Tobacco (including Chewing Tobacco)	- 1 <sup>st</sup> offense - 4 hours – notification of law enforcement officials - 2 <sup>nd</sup> offense - 8 hours – notification of law enforcement officials
Plagiarism (Level 1)	- 1 <sup>st</sup> offense - conference, letter to parent, grade reduction
Possession of Lighter	- 1 <sup>st</sup> offense – 2 hours - 2 <sup>nd</sup> offense – 4 hours
Public Display Affection (PDA)	- 1 <sup>st</sup> offense – warning - 2 <sup>nd</sup> offense – 8 hours
Tardies to First Hour by more than 10 min. (Per semester/per class) (May result in truancy)	- 3 <sup>rd</sup> tardy, - 2 hours - 5 <sup>th</sup> tardy, - 4 hours - 7 <sup>th</sup> tardy, - 4 hours
Truancy (Purposeful Absence from Assigned class or Assigned Area or Off Campus or unexcused tardies by more than 10 minutes to first hour.	- 1 <sup>st</sup> offense being absent part of an hour through 4 hours -- 4 hours, 1 <sup>st</sup> offense being absent more than four hours -- 8 hours - hours 2 <sup>nd</sup> offense -- 8 hours,
Vulgar Language	- 1 <sup>st</sup> offense - 4 hours - 2 <sup>nd</sup> offense - 8 hours

In School Suspension (Middle School)

In School Suspension Program will be used for problems of intermediate seriousness or for the repeated violation of school rules normally dealt with through Saturday Detention. If the parent opts for an out-of-school suspension over an in-school suspension, or a student is removed from ISS for behavioral infractions, the ratio of 1:1 will be used and no make-up privileges offered.

When in-school suspensions occur at the end of the school year and are for more school days than are left in the current school year, the in-school suspension may carry into the next school year. However, the option of community service will be made available to parents of students with carry-over in-school suspensions. The community service is to be arranged by the parent. The appropriate forms are available through the grade level assistant principal. Three hours of community service are equivalent to one day of in-school suspension for middle school students.

Violations which may result in assignment to In School Suspension Program may include, but are not limited to, the following:

Academic Dishonesty	- 2 <sup>nd</sup> Offense – 3 days, Zero credit, parent contact.
Bullying/Harassment/Cyberbullying	- Each infraction will be dealt with on an individual basis up to and including suspension and expulsion, possible notification of law enforcement.
Class Disturbance/Inappropriate Behavior	- 5 days
Depantsing (student(s) in presence of same gender audience resulting in improper exposure	- 5 days
Disrespect (Student to Student and/or Student to Staff)	
1. Disparaging or Demeaning Language or (defamation of a person's religion, gender or ethnic origin)	- 1 <sup>st</sup> offense - 3 days - 2 <sup>nd</sup> offense – 5 days
2. Disrespectful Conduct or Speech (verbal, written or symbolic language or gesture)	
Blatant Disrespect (To Staff)	
1. Disparaging or Demeaning Language (defamation of a person's religion, gender or ethnic origin)	- 1 <sup>st</sup> offense – 5 days - 2 <sup>nd</sup> offense – 10 days
2. Disrespectful Conduct or Speech (verbal, written or symbolic student language or gesture directed to staff member)	
3. Disruptive Speech or Conduct (conduct or verbal, written or symbolic language)	
Blatant Disrespect (To Student)	
1. Disparaging or Demeaning Language (defamation of person's religion, gender or ethnic origin)	- 1 <sup>st</sup> offense – 5 days - 2 <sup>nd</sup> offense – 10 days
2. Disparaging or Demeaning Speech (verbal, written or symbolic student language or gesture directed to another student)	
3. Disruptive Speech or Conduct (conduct	

or verbal, written or symbolic language)	
Insubordination	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> offense - 3 days</li> <li>- 2<sup>nd</sup> offense – 5 days</li> </ul>
Insubordination (Related to Cell Phones only)	
3 <sup>rd</sup> Offense	- 5 days, parent pick-up phone
4 <sup>th</sup> Offense	- 10 days, parent pick-up phone
Blatant Insubordination	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> offense – 5 days</li> <li>- 2<sup>nd</sup> offense – 10 days</li> </ul>
Defiantly disregards reasonable and repeated requests.	
Related to Cell Phones only	
5 <sup>th</sup> Offense	- 5 days, parent pick-up phone
6 <sup>th</sup> Offense or Greater Offense	- 10 days, parent pick-up phone and possible referral for additional days
Failure to Attend After School Detention	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> offense – re-schedule detention hours</li> <li>- 2<sup>nd</sup> offense – 3 days</li> <li>- 3<sup>rd</sup> offense and Additional Offenses – 5 days</li> </ul>
Failure to Attend Sat. Detention Hours	- 1 <sup>st</sup> offense – 3 to 5 days
Improper Exposure (undergarment exposed) in front of differing gender audiences. ie: including sagging pants.	- 5 days
Lighting a Match or Lighter	- 3 to 10 days
Major Scuffling	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> offense - 3 days</li> <li>- 2<sup>nd</sup> offense - 5 to 10 days</li> </ul>
Nuisance Items Including Laser Pointers	- 3 to 10 days – Possible notification of law enforcement officials
Possession of Tobacco (including Chewing Tobacco)	<ul style="list-style-type: none"> <li>- 3<sup>rd</sup> offense – 3 days, notification of law enforcement officials</li> <li>- 4<sup>th</sup> offense – 5 days, notification of law enforcement officials</li> </ul>
Public Display of Affection (PDA)	<ul style="list-style-type: none"> <li>- 3<sup>rd</sup> offense – 5 days</li> <li>- Subsequent – 10 days</li> </ul>
Plagiarism (Level 1)	- Subsequent offenses - 3 days, Zero credit, parent, student conference with principal.
(Level 2)	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> offense – Zero credit, parent contact</li> <li>- Subsequent offenses – 5 days, Zero credit, parent, student conference with principal</li> </ul>
Removal from Detention Hours	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> offense – 3 days</li> <li>- 2<sup>nd</sup> offense – 5 days</li> <li>- Additional offenses –10 days</li> </ul>
Repeated Discipline Violations	- 5 days

Sexual Harassment/Sexual Misconduct	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> offense - 3 to 5 days</li> <li>- 2<sup>nd</sup> offense – 10 days</li> <li>- 3<sup>rd</sup> offense – see Chronic Disciplinary Violations, notification of law enforcement officials</li> </ul>
Theft, (less than \$30)	- 3 to 5 days -- PLUS restitution for damages or replacement if applicable
(\$30 to \$100)	- 5 days PLUS restitution if applicable
Knowingly Possession of Stolen Property (For less than \$30)	- 3 days -- PLUS restitution for damages or replacement if applicable
(\$30 to \$100)	- 5 days, plus restitution if applicable.
Sexting or Possession of Sexually Explicit Vulgar or Violent Material	- 1 <sup>st</sup> offense – 5 to 10 days, notification of law enforcement
Truancy (Purposeful absence from class or assigned area on or off campus)	- 3rd offense - 3 to 5 days, (no make-up privilege)
Unauthorized use of Electronic Devices (during test or quiz see cheating and Plagiarism)	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> offense – item confiscated, returned end of hour</li> <li>- 2<sup>nd</sup> offense – item confiscated, office referral – parents must pick item up from principal</li> <li>- Additional offenses – see Insubordination and Blatant Insubordination</li> </ul>
Tardies (All classes - Per Semester)	<ul style="list-style-type: none"> <li>- 9<sup>th</sup> tardy - 3 to 5 days</li> <li>- 11<sup>th</sup> tardy - 10 days</li> </ul>
Use of Tobacco (Includes Chewing Tobacco)	- 1 <sup>st</sup> offense - 5 days
Vandalism (For less than \$30)	- 3 to 5 days plus restitution for damages
(\$30 to \$100)	- 5 days plus restitution for damages
Vulgar Language	<ul style="list-style-type: none"> <li>- 3<sup>rd</sup> Offense – 5 days</li> <li>- Subsequent – (see Chronic Disciplinary Violations)</li> </ul>
Failure to Complete ISS Assignments	- Any assigned work not completed by the student will be treated by the teacher the same as work not completed in the teacher’s classroom. Zero credit awarded.

Out-of-School Suspension

Out of school suspension should be used when the presence of a student constitutes a threat to other students or has a negative effect upon the learning atmosphere. It may also be helpful when lesser punishments have failed to correct the problem. The Board authorizes the immediate removal of a student upon a finding by the Principal, or Superintendent that a student demonstrates conduct prejudicial to the good order and discipline of the school or poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process set forth for suspensions. These suspensions will all be documented in student discipline records.

Students will be permitted to make-up assignments missed during out-of-school suspensions with the exceptions of truancy and out-of-school suspensions chosen in place of ISS (in-school-suspensions).

Flagrant disregard for policies, rules and regulations may result in suspension by the Superintendent or expulsion by the Board, both subject to appropriate due process procedures. The Superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

The Superintendent may recommend middle school students who have been suspended for more than ten days admission to the Positive Alternative to Suspension Program (PAS). Students suspended for assault of a staff member will not be eligible for the Positive Alternative to Suspension Program.

When out-of-school suspensions occur at the end of the school year and are for more school days than are left in the current school year, the out-of-school suspension will carry into the next school year. However, the option of community service will be made available to parents of students with carryover suspensions. The community service is to be arranged by the parent. The appropriate forms are available through the grade level assistant principal. Three (3) hours are equivalent to one day for middle school students.

Academic Dishonesty	- Subsequent offenses – 5 days, Zero credit, parent conference.
Blatant Disrespect to Staff, Student and Blatant Insubordination	- 3 <sup>rd</sup> offense – 10 days with possible referral to Superintendent for additional days.
Chronic Disciplinary Violations	- 5 to 10 days with possible referral to Superintendent for additional suspension days
Conduct Prejudicial to the Good Order and Discipline of the School – (Safe Schools Violation – Felony Charge)	- Each infraction will be dealt with on an individual basis up to and including suspension or expulsion of the student.
Hacking District Computers/ Programs/ Information Systems	- Each infraction will be dealt with on an individual basis up to and including suspension and expulsion from school
Inappropriate Behavior	- 5 to 10 days
Internet Misuse	- Suspension or revocation of Internet and Computer access as well as possible disciplinary action taken up to and including suspension and expulsion from school and possible notification of law enforcement officials.
Plagiarism (Level 3)	- 1 <sup>st</sup> offense – 3 days, Zero credit, parent notification. - Subsequent offenses – 5 days, Zero credit, parent notification.
Possession of Tobacco (Includes Chewing Tobacco)	- 5 <sup>th</sup> offense - 5 days, notification of law enforcement officials - Additional offenses - 10 days, notification of law enforcement officials
Sexting or Possession of Sexually Explicit Vulgar or Violent Material	- 2 <sup>nd</sup> offense – 5 days, notification of law enforcement - 3 <sup>rd</sup> offense – See Chronic Disciplinary Violations, notification of law enforcement officials
Suspension from In-School Suspension	- Suspended for the remaining number of in-school suspension days, unless the disciplinary infraction would result in more days than are remaining. No Make-up privileges.

Truancy (Purposeful absence from class or assigned area on or off campus)	- 5 <sup>th</sup> offense - 5 days – additional offenses - 10 days (No make-up privileges)
Use of Tobacco (Includes chewing tobacco)	- 2 <sup>nd</sup> offense - 5 days (notify law enforcement) - Additional offenses - 10 days
Tardies (All classes - Per Semester)	- 13 <sup>th</sup> tardy - 5 days - Additional offenses - 10 days

Acts of Violence

*An “act of violence” means the exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities.*

Acts of Violence	- 10 days with referral to Superintendent for additional suspension days or expulsion, notification to law enforcement officials,
Arson (Starting or attempting to start a fire or causing an explosion with the intention of damaging property or buildings)	- 10 days with possible referral to Superintendent for additional suspension days or expulsion, notification of law enforcement officials
Assault (Attempting to cause injury to another person; placing a person in reasonable apprehension of imminent injury) (includes puncturing/sticking other students with pins/needles/other object(s) and fights which result in personal injury)	- 5 to 10 days with possible referral to Superintendent for additional suspension days, notification of law enforcement officials
Departing of student(s) resulting in Improper Exposure (undergarment exposed) in front of differing gender audience	- 5 days
Explosives	- 10 days with possible referral to Superintendent for additional suspension days or expulsion, notification of law enforcement officials
False Alarms (Tampering with emergency equipment, setting off false alarms, making false reports, dialing 911)	- Each infraction will be dealt with on an individual basis up to and including suspension and expulsion of the student.
Fighting	- 5 to 10 days with possible referral to Superintendent for additional suspension days, possible notification of law enforcement officials
Misuse of a match or lighter (to burn or scorch hair, clothing or personal property)	- 5 to 10 days with possible referral to Superintendent for additional suspension days or expulsion, possible notification of law enforcement officials
Possession/Use of Commercially Prepared Fireworks and/or Nuisance Items	- 5 to 10 days with possible referral to Superintendent for additional suspension days
Misuse of Mace/Spray Irritant	- 5 to 10 with possible referral to Superintendent for additional suspension days
Threats of Violence	- Each infraction will be dealt with on an individual basis up to and including suspension and expulsion

	of the student, and possible notification of law enforcement officials.
Theft (over \$100)	- 10 days and notification of law enforcement. Restitution and/or replacement if applicable.
Knowingly Possession Stolen Items (over \$100)	- 5 days and notification of law enforcement. Restitution if applicable.
Vandalism (over \$100)	- 10 days with a possible referral to Superintendent for additional suspension days. (possible notification of law enforcement officials, restitution for damages, if applicable)

Weapons (See Policy JFCJ)

*The term "weapon" is defined to mean one or more of the following:*

- A. A firearm as defined in 18 U.S.C. 921
- B. Any device defined in § 571.010 RSMo, including a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife
- C. Any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person
- D. Any instrument or device defined as dangerous weapon in 18 U.S.C. 930.

Possession or use of a weapon as defined in 18 U.S.C. 921 or any instrument or device defined in §571.010, RSMo and/or 18 U.S.C. 930. (see items a, b and d above)	- 10 days with referral to Superintendent for suspension for at least one (1) calendar year or permanent expulsion in accordance with Policy JFCJ; notification to law enforcement officials
Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or §571.010, RSMo, in item "C" above.	- 5 to 10 days with referral to Superintendent for suspension/expulsion in accordance with <u>FILE</u> : JFCJ, notification to law enforcement officials,
Sexual Harassment	- Allegations of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student, and possible notification of law enforcement officials
Sexual Assault (May include touching, probing, grabbing and groping.)	- 10 days with referral to Superintendent for additional suspension days, notification to law enforcement officials
Indecent Exposure – skin exposed in presence of same gender audience. (including mooning)	- 5 days with possible notification of law enforcement officials
Indecent Exposure – skin exposed in presence of differing gender audience (including mooning)	- 10 days with referral to Superintendent for additional suspension days, notification of law enforcement officials
Departsing of student(s) resulting in Indecent Exposure in presence of differing gender audience.	- 10 days with referral to Superintendent for additional suspension days, notification of law enforcement officials
Racial Harassment/Slur/Ethnic Comments	- Allegations of racial harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student,

possible notification of law enforcement officials

Bullying/Hazing/Harassment

- Each infraction will be dealt with on an individual basis up to and including suspension and expulsion of the student, possible notification of law enforcement officials.

## **STUDENT APPEARANCE**

Student dress and grooming should be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parents/guardian, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear. (house shoes/slippers are not allowed)
3. Items of clothing or jewelry associated with a controlled substance are not permitted.
4. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student.
5. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period, in the interest of maintaining safety standards.
6. Students shall not wear the following:
  - a. hats, bandanas, shower caps, or other non-therapeutic headgear inside the school building
  - b. muscle shirts/halter tops/midribs/spaghetti straps/backless or racer back apparel/short shorts/skirts above mid-thigh, or sagging pants (undergarments cannot be exposed including boxers and bra straps)
  - c. clothing/stickers/insignias/colors/visible tattoos that indicate membership in, affiliation with, or support of any gang or similar organization associated with violence, drugs, intimidation or other criminal activity (including rebel flags and swastikas)
  - d. clothing which promotes drugs, alcohol, tobacco, and/or its products
  - e. clothing with sexually suggestive messages, messages that promote the occult, or messages of vulgar nature
  - f. clothing with holes above mid-thigh or exposing undergarments
  - g. jewelry and chains that may be used as a weapon including wallet chains that are 3 inches or longer or that present a safety concern
7. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.

When in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat of safety, the student may be required to make modifications.

## **GANGS AND GANG ACTIVITIES**

The appearance of gangs and gang activities can cause a substantial disruption to the school and school activities. A gang is defined as any group of two or more persons whose purposes include the commission of illegal acts. Gangs and gang activities are strictly forbidden at school. Accordingly, no student on school property or at any school activity:

1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which could be evidence of membership or affiliation in any gang;
2. shall commit any act or omission, or use any speech, either verbal, nonverbal (gestures, hand-shakes, etc.) showing membership or affiliation in a gang.
3. shall use any speech or commit any act or omission to promote the interests of any gang or gang activity, including but not limited to:
  - a. soliciting others for membership in any gang;
  - b. requesting any person to pay protection of otherwise intimidating or threatening any person;
  - c. committing any other illegal act or other violation of school district policies;
  - d. inciting other students to act with physical violence upon any other person.

Infractions will be dealt with on an individual basis, up to and including suspension and expulsion of a student from school. Notification of law enforcement officials.

OUT-OF-SCHOOL SUSPENSIONS RELATED TO SUBSTANCES/CHEMICALS

(Substances/Chemicals refer to drugs, alcohol, or any substances represented to be such as well as unauthorized or misuse or distribution of prescription drugs and over- the- counter drugs.)

The presence of a student in this category constitutes a threat to other students as well as himself/herself and has a negative effect upon the learning atmosphere. Since this type of offense is also against the law, any substance case will result in notification to law enforcement officials, and documentation in the student discipline record. Out-of-school suspensions in this category will, hopefully, serve as a deterrent, a protector of other students, a consequence for breaking the school rules, and, if needed, will lead the parent and child to appropriate treatment services.

Students involved in this type of offense who bring or contribute to the distribution of the item resulting in the involvement of other students, will receive more suspension days than those students who participate as a result of the item being brought.

When out-of-school suspensions occur at the end of the school year and are for more school days than are left in the current school year, the out-of-school suspension will carry into the next year. Seniors eligible for graduation who are under suspension will lose commencement privileges. Before a student can re-enter, the student and parent must have a conference on the re-entry date with the appropriate administrator and/or counselor. The appropriate counselor will schedule a second conference with the student within one month after returning to school. Because of the seriousness of this offense, consequences will not start over at the beginning of each school year. A second offense at any point during a student's secondary school career will constitute the consequences for the second offense.

Possession and/or Use/Under the Influence

<p>MIDDLE SCHOOL          First Offense:          10 days by principal, referral to legal authorities</p>	<p>- 20 days by Superintendent, notification of law enforcement officials  <i>PLUS</i> an additional 10 days for students who bring or contribute to the distribution of the item resulting in the involvement of other students          A. <i>PLUS</i> an additional 10 days for bringing large quantities of substances/chemicals onto school property</p>
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<p>Possession of Drug Paraphernalia</p>	<p>- 10 days</p>
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Parents are required to have an intake assessment conducted for their child at a recognized resource agency for substance abuse. (See attached Resource Agency List). Make-up work/PAS will not be started until an intake assessment is complete. An Intake Assessment Verification Form will be provided by the grade level principal. Make-up work will be given for five (5) days at a time. This work must be completed and returned before an additional five (5) days of assignments will be given to the student. The final five (5) days of make-up work must be returned the first day of re-entry to school in order for the student to receive credit. Make-up assignments must be picked up in the appropriate grade level office AFTER the regular school day, unless other arrangements are approved by the appropriate grade level principal.

Any secondary school student (grade 6-12) that has been disciplined for an incident involving possession and/or use/under the influence or sale of substances/chemicals or any substance represented to be such as well as unauthorized prescription drugs during their secondary school career will receive consequences as outlined for a second offense should they have another occurrence.

<p>Second Offense:          10 days by principal</p>	<p>- 50 days by Superintendent, <i>PLUS</i> an additional 10 days for students who bring or contribute to the</p>
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Third Offense: 10 days by principal	distribution of the item resulting in the involvement of other students notification of law enforcement officials  - Recommendation of Permanent Expulsion to Board of Education, notification of law enforcement officials
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**SALE**

First Offense: 10 days by principal	- 164 days by Superintendent (Total of 174 school days - Equivalent to one school year) - notification of law enforcement officials Recommendation of Permanent Expulsion to Board of Education, notification of law enforcement officials
Second Offense: 10 days by principal	

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Having Been Charged With, Convicted Of, or Pled Guilty To Felony in Court of General Jurisdiction

A student, who has been charged with, convicted or pled guilty in a court of general jurisdiction (i.e., an adult court, not a juvenile or family court) to commission of a felony criminal violation of state or federal law will be suspended or expelled. If the charges are subsequently dismissed or the student is acquitted, the student may be readmitted or enrolled.

Posing a Threat of Harm to Self or Others

A student, who, due to past misconduct committed either in school or away from school, poses a threat of harm to himself/herself or others at school may be suspended or expelled.

Having Been Charged With, Convicted Of, or Pled Guilty to Certain Felonious Behavior in Adult Court or Juvenile Court

A student shall be immediately suspended and may be expelled if the student has been charged with, convicted of, or pled guilty in a court of general jurisdiction to one of the offenses enumerated below. In addition, a student shall be immediately suspended and may be expelled if a petition has been filed in Juvenile or Family Court alleging that the student has committed, or if the student has been found by the Juvenile or Family Court to have committed an act while if committed by an adult would be one of the following offenses:

- a. First degree murder under § 565.020 RSMo;
- b. Second degree murder under § 565.021 RSMo;
- c. First degree assault under § 565.050, RSMo;
- d. Forcible rape under § 566.030, RSMo;
- e. Forcible sodomy under § 566.060, RSMo;
- f. Robbery in the first degree under § 569.020, RSMo;
- g. Distribution of drugs under § 195.212 RSMo;
- h. Arson in the first degree under § 569.040, RSMo;
- i. Kidnapping, when classified as a class A felony under § 565.110, RSMo.
- j. Statutory Rape and Sodomy § 566.032 and §566.062, RSMo.
- k. Harassment § 565.090 RSMo.

I. Stalking § 565.225 RSMo.

If the charges have been dismissed, or if the pupil has been acquitted or adjudicated not to have committed any of the above acts, the pupil may be readmitted or enrolled.

Adopted: January 19, 1981  
Revised: October 19, 1981  
Reaffirmed: April 5, 1982  
Revised: July 19, 1982  
Revised: August 1, 1983  
Revised: August 6, 1984  
Revised: August 5, 1985  
Revised: August 4, 1986  
Revised: August 3, 1987  
Revised: August 1, 1988  
Revised: July 17, 1989  
Revised: August 20, 1990  
Revised: June 17, 1991  
Revised: August 5, 1991  
Revised: August 3, 1992  
Revised: August 16, 1993  
Revised: August 21, 1995  
Revised: August 19, 1996  
Revised: November 18, 1996  
Revised: August 21, 1997  
Revised: July 20, 1998  
Revised: June 28, 1999  
Revised: July 17, 2000  
Revised: June 18, 2001  
Revised: August 19, 2002  
Revised: July 21, 2003  
Revised: July 19, 2004  
Revised: July 18, 2005  
Revised: October 17, 2005  
Revised: July 17, 2006  
Revised: June 28, 2007  
Revised: June 29, 2009  
Revised: June 21, 2010  
Revised: June 20, 2011

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT INSURANCE

The Board of Education recommends that all students have accident insurance. Although arranging for such insurance is the responsibility of the student and parents/guardians, the Board may name an insurance carrier each year to offer group rates. Participation in the group plan is optional. Parents/Guardians and students will deal directly with the insurance carrier.

Students participating in interscholastic athletics and certain other activities governed by the Missouri State High School Activities Association (MSHSAA) are required to have accident insurance coverage before being allowed to practice or compete for a school team. A student will not be allowed to participate in these activities, including practices, until proof of insurance coverage is received in the principal's office.

The district will provide parents/guardians enrolling students in the district information about the state children's health insurance program, MO HealthNet for Kids (MHK). A parent/guardian who, when completing an application for free and reduced-price meals, indicates that a child does not have health insurance will be notified by the district that the MHK program is available, if household income is within eligibility standards.

Adopted: June 20, 2011

Cross Refs: EFB, Free and Reduced-Cost Food Services  
IGDJ, Interscholastic Athletics  
KB, Public Information Program

Legal Refs: § 208.658, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT HEALTH SERVICES AND REQUIREMENTS

The Board of Education will provide for the health and physical well being of students through the establishment of a district wide student health services program in the school district. The purpose of the district health services program is to help each student attend school in optimum health and to benefit from the school experience.

Nurses will be employed to staff the health services program. They shall serve under the direction of the building principal and, if necessary, under the supervision of qualified medical personnel. All contacts with parents/guardians regarding health services will be made by the nurse, the principal or his or her designee. The provisions of the student health services program will include the following items.

1. Continuous health appraisal of all students at all grade levels. All students shall be subject to examination by the school nurse whenever such examination is deemed necessary.
2. Administration of laws that protect the health of children attending public schools in Missouri, including:
  - a. Ensuring compliance with immunization requirements.
  - b. Excluding students who have contagious diseases from attendance when authorized by law.
  - c. Reporting the presence or suspected presence of diseases mandated for reporting by law.
3. Emergency first-aid treatment for accident or illness occurring during the school day.
4. The administration of medication, pursuant to Board policy, including training unlicensed personnel in the administration of medications. A qualified member of the nursing staff is responsible for developing procedures for the training of unlicensed personnel as well as devising protocols for the administration of medications by unlicensed personnel. In accordance with law, qualified employees will be held harmless and immune from civil liability for administering medication, medical services or lifesaving methods in good faith and administer medication according to standard medical practice.
5. Home visitations of students, as needed, concerning health problems.
6. Assistance in carrying out the district's responsibilities outlined in Section 504 plans Individualized Health Plans (IHPs) or Individualized Education Programs (IEPs).
7. Guidance and counseling concerning health problems of students.
8. Identify and work with others in modifying attitudinal barriers to a successful educational experience for the handicapped student.
9. Maintenance of student health records, including the maintenance of emergency information forms for each student. The nurse will ensure that the school principal has access to all student health records. The nurse will store health records in a secure location, and any health information provided orally will be reduced to writing and stored appropriately. District employees shall not share information regarding a student's health in front of other students or staff members who do not have a need to know the information. Student records will be stored and disclosed in accordance with Board policy.
10. Age-appropriate health education in the district's instructional program, in accordance with Missouri School Improvement Program (MSIP) Standards and Missouri Grade-Level Expectations (GLEs), including information about the prevention and control of communicable diseases, the use of universal precautions, allergy prevention and response, blood-borne pathogens, and handling of bodily fluids.

11. Screening for health conditions in accordance with Board policy and administrative procedures.
12. Notification of the school principal if informed of a condition that could require accommodation under federal law.
13. Development and annual review of a Health Services Plan.
14. Training staff as necessary to implement the district's health and safety program.

### **Physical Examinations and Screenings**

"Screening" is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. Screening tests for various health conditions (such as vision & hearing) will be conducted in accordance with administrative procedures. Parents/Guardians will receive a notice of any screening result that indicates a condition that might interfere with a student's progress or health.

The student health services program shall not include diagnosis, treatment, or the administering of medicine for physical ailments of which the parents/guardians are aware before the child is sent to school, unless special arrangements have been made with the health services staff.

Adopted: June 30, 1980  
Revised: April 5, 1982  
Revised: October 3, 1988  
Revised: December 3, 1990  
Revised: August 16, 1993  
Revised: June 20, 2011

Cross Refs: JHCB, Inoculation of Students  
JHCC, Communicable Diseases  
Legal Refs: §§ 167.181 -.191, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

## PHYSICAL EXAMINATIONS OF STUDENTS

Any student in grades 9 through 12 who participates in interscholastic athletics, cheerleading, pom poms or as a mascot shall have a completed examination form on file prior to tryouts, practicing or participating.

Adopted: April 4, 1982  
Revised: July 15, 1991

Fort Zumwalt School District, O'Fallon, Missouri

## IMMUNIZATION OF STUDENTS

It is the policy of the Fort Zumwalt School District that all students attending the district schools shall be immunized in accordance with law.

The district will not allow a student to attend school until the district has satisfactory evidence on file that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

A student is exempted from obtaining immunizations if the district has on file the completed forms necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one (1) parent or guardian that immunization of the student violates his or her religious beliefs.

Homeless students who cannot provide proof of immunization will be immediately enrolled, and the district's homeless coordinator will work with the students to obtain the necessary immunizations as soon as possible. Students who are in the household of an active duty member of the military and who cannot provide evidence of having received immunizations required under Missouri law shall be immediately enrolled and given 30 days to obtain the required immunizations or, if the immunization is a series, to begin the series.

The district will exclude from school all students who are not immunized or exempted as required by law. When immunization is in progress, failure to meet the next scheduled appointment constitutes noncompliance with the immunization law, and the student should be excluded from school immediately.

If an immunization-exempt student is in the classroom of a student with a contagious disease, the Fort Zumwalt School District shall seek input from the Department of Health and Senior Services regarding exclusion of the immunization-exempt student. It is within the purview of the Fort Zumwalt School District to exclude immunization-exempt students in accordance with recommendations from the Department of Health and Senior Services. If more than one student has the infection, exempt students may be exempted out of school until the last case has been treated.

The district must report to the Department of Health and Senior Services the names of any parent or guardian who neglects or refuses to permit a nonexempted student to be immunized. The district will also report to the Division of Family Services (DFS) any instance of educational or medical neglect.

The superintendent or designee shall institute procedures for the maintenance of health records showing the immunization status of every child enrolled or attending in the district and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Health and Senior Services.

Adopted: April 5, 1982  
Revised: July 2, 1984  
Revised: October 3, 1988  
Revised: December 3, 1990  
Revised: January 4, 1993  
Revised: August 15 1994  
Revised: August 19, 1996  
Revised: August 18, 2003  
Revised: June 29, 2009  
Revised: June 21, 2010

Cross Refs: IGBCA, Programs for Homeless Students  
Legal Refs: §§ 167.181 - .191, RSMo.  
19 CSR 20-28.010  
No Child Left Behind Act of 2001, P.L. 107-110

## COMMUNICABLE DISEASES - STUDENT

### Purpose

The School Board recognizes its responsibility to protect the health of students and employees from the risks posed by infectious diseases. The Board also has the responsibility to uphold the rights of affected individuals to privacy and confidentiality, to continue to attend school, and to be treated in a nondiscriminatory manner.

### Immunization

Students cannot enroll and/or attend school unless immunized as required by Missouri law.

### Universal Precautions

The district requires all staff to routinely observe universal precautions to prevent exposure to disease-causing organisms, and the district should provide necessary equipment/supplies to implement universal precautions.

### Categories of Potential Risk

Students with infectious diseases that can be transmittable in school and/or athletic settings (such as, but not limited to, chicken pox, influenza and conjunctivitis) should be managed as specified in: (a) the most current edition of the Missouri Department of Health document entitled *Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers, and Day Care Operators* and (b) documents referenced in 19 CSR 20-20.030 and (c) in accordance with any specific guidelines/recommendations or requirements distributed by the local county or city health department.

A student infected with a bloodborne pathogen such as hepatitis B virus (HBV), hepatitis C virus (HCV), or human immunodeficiency virus (HIV) poses no risk of transmission through casual contact to other persons in a school setting. Students infected with one of these viruses shall be allowed to attend school without any restrictions which are based solely on the infection. The district cannot require any medical evaluations or tests for such diseases.

*Exceptional Situations* -- There are certain specific types of behaviors (for example, biting or scratching) or conditions (for example, frequent bleeding episodes or uncoverable, oozing skin lesions) which could potentially be associated with transmission of both bloodborne, and nonbloodborne pathogens. No student, regardless of whether he or she is known to be infected with such pathogens, should be allowed to attend school unless these behaviors or conditions are either absent or appropriately controlled in a way that avoids unnecessary exposure.

In these exceptional instances, an alternative educational setting may be warranted. In certain instances, a designated school administrator may want to convene a Review Committee. The number of persons on the Review Committee should be limited. It is recommended that members be limited to: 1) the parent(s)/guardian(s), 2) medical personnel (student's physician, school nurse), 3) building administrator, 4) superintendent and/or designee. Local health department officials may be consulted and/or included as members of the review team. If the student is identified as having a disability, any change of placement would need to be effected through the Individualized Education Program (IEP) process. In the case of a student who is disabled, but not identified under the Individuals with Disabilities Education Act, any change of placement would need to be effected through a multidisciplinary team meeting.

Specific mechanisms should be in place to ensure the following are consistently done:

1. All episodes of biting, and all children who exhibit repeated instances of significant aggressive behavior, should be reported to the designated school administrator.
2. The school nurse, and the designated school administrator when appropriate, should be informed of any child who has recurrent episodes of bleeding or who has uncoverable, oozing skin lesions.

3. The school nurse, and the designated school administrator when appropriate, should be promptly informed of any child with an illness characterized by a rash.
4. The school nurse, and the designated school administrator when appropriate, shall be informed of any instance in which the significant potential for disease transmission occurs.

### Confidentiality

The superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with law. Missouri law (§191.689 RSMo. 1994) identified two groups of people within a school system who could be informed of the identity of a student with HIV infection on a "need to know" basis. They are:

1. Those designated by the school district to determine the fitness of an individual to attend school (see recommended review committee membership listed above); and
2. Those who have a reasonable need to know the identity of the child in order to provide proper health care.

Examples of people who need to know are school nurse, review team members, and IEP team if applicable. Security of medical records will be maintained. Breach of confidentiality may result in disciplinary action, a civil suit, and/or violation of the Family Educational Rights and Privacy Act.

### Education - Student

All students should receive age-appropriate information about the prevention and control of communicable diseases, to include the use of universal precautions. Instruction should be incorporated within a comprehensive school health curriculum in grades K-12 as stated in Missouri School Improvement Program Standards.

### Reporting and Disease Outbreak Control

Reporting and disease outbreak control measures will be implemented in accordance with state and local law and Department of Health rules governing the control of communicable and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

If an immunization-exempt student is in the classroom of a student with a contagious disease, the Fort Zumwalt School District shall seek input from the Department of Health and Senior Services regarding exclusion of the immunization-exempt student. It is within the purview of the Fort Zumwalt School District to exclude immunization-exempt students in accordance with recommendations from the Department of Health and Senior Services. If more than one student has the infection, exempt students may be exempted out of school until the last case has been treated.

### Notification

Superintendents who supply a copy of this policy, adopted by the district Board of Education, to the Department of Health shall be entitled to confidential notice of the identity of any district child reported to the Department as HIV-infected and known to be enrolled in the district. The parent or guardian is also required by law to provide such notice to the superintendent.

### Review

The district shall periodically review its policies and procedures and make revisions when necessary.

Adopted: April 5, 1982  
Revised: January 6, 1986  
Revised: August 21, 1989  
Revised: December 3, 1990  
Revised: January 4, 1993  
Revised: August 15, 1994  
Revised: August 21, 1995  
Revised: August 19, 1996  
Revised: June 29, 2009

Cross Refs: GBE, Staff Health and Safety  
JGD, Student Suspension and Expulsion  
JHC, Student Health Services and Requirements  
JHCB, Inoculations of Students

Legal Refs: §§ 167.191, 191.650 - .695 RSMo.  
Americans With Disabilities Act, (42 U.S.C. 12101 et seq.)  
P.L. 94-142, Individuals with Disabilities Education Act of 1973 (20 U.S.C. 1400 et seq.)  
P.L. 92-112, Section 504 of the Rehabilitation Act of 1973  
19 CSR 20-20.010 through 20-20.060 and 20-28.010

Fort Zumwalt School District, O'Fallon, Missouri

COMMUNICABLE DISEASE - Student  
(*Head Lice*)

School personnel shall actively pursue the prevention and control of head lice in the district's schools by developing a consistent screening and follow-up program for all students. To support such a program, the following will be implemented:

1. If the school nurse or teacher should discover head lice on a student at school, the parent/guardian of the student will be notified that the student will be removed from school to allow for treatment. All other students living with the infected student, including those attending other district schools, will also be checked. If the head lice problem continues in the same classroom, then all students in that classroom may be screened for head lice.
2. The school nurse will instruct the parent/guardian concerning all aspects of head lice infestation, including but not limited to, recommendations for treatment to remove lice and nits from the head, clothes and home environment as well as preventative strategies to ensure head lice are eliminated.
3. To be readmitted to school, it is recommended the student be accompanied by a parent/guardian or authorized adult, and must be examined by the school nurse before going to class. If nits are found, it will be the professional judgment of the school nurse to determine whether the nits can be removed in a reasonable amount of time, or if it is necessary for the student to be excluded from school to receive further treatment. If live lice are present, the student will be excluded from school to allow for additional treatment. This process will continue until the student is determined to no longer have an active lice infestation.
4. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
5. In the case of chronic head lice infestation, the school nurse should encourage the parent/guardian to seek a medical evaluation and treatment recommendations from their primary care provider. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the lice infestation, resulting in a prolonged period of absence of the student from school, the matter may be reported to the Children's Division of the Department of Social Services.
6. As deemed necessary, the school nurse will develop education programs regarding diagnosis, treatment and prevention of head lice for staff, students and parents.
7. The removal of students from the classroom setting under these procedures is not a disciplinary measure. Absences will not be "unexcused" as long as the student is absent for the prompt, active treatment of the infestation and keeps reasonably current with his/her course work. The teacher will provide the course work to and collect assignments from the student in manner to be determined by the building principal.

Adopted: June 30, 2008

Revised: June 21, 2010

Fort Zumwalt School District, O'Fallon, Missouri

## ADMINISTERING MEDICINES TO STUDENTS

### Definitions

*Medications* – For the purposes of this policy, medications include prescription drugs and over-the-counter drugs.

*Authorized Prescriber* – Includes health care provider licensed or otherwise authorized by state law to prescribe medication.

### General

The Fort Zumwalt School District is not legally obligated to administer medication to students unless specifically included in a Section 504 or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law.

The administration of medications is a nursing activity that must be performed by or under supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices.

The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medication in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text. Except for the emergency use of a prefilled epinephrine auto syringe, the district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

### I. Over-the-Counter Medication

- A. The school nurse may administer over-the-counter medications without written or verbal orders from a licensed physician.
- B. The parent/guardian must complete a request for administration of over-the-counter medication and deliver the medication to school in a properly labeled bottle, i.e. original manufacturer's bottle. The request must state the reason for giving the medication, and assurances that the student has no known allergies to the medication.
- C. The school nurse will follow the directions on the label of the over-the-counter medication, and may elect not to administer the medication if the request is considered inappropriate for dosage, symptom relief, or based on frequency of request. The parent/guardian will be notified if the request to dispense over-the-counter medications is denied for any reason.

II. Prescription Medication

- A. The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, how the medication is to be given and the doctor's name. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.
- B. The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.
- C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage, e.g. refrigeration. Medications supplies should not exceed a 30-day supply.

**Self-Administered Medications**

An authorized prescriber or a student's IEP or Section 504 team may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district will allow students to self-administer medication for the treatment of a chronic health condition including, but no limited to, asthma and anaphylaxis, in accordance with policy and law. The district will permit the self-administration of other medications as required by students Section 504 plan or IEP. The district will not allow any student to self-administer medications unless:

- 1. The medication was prescribed or ordered by the student's physician.
- 2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physicians designee the skill level necessary to use the medication.
- 3. The student has demonstrated proper self-administration technique to the school nurse.
- 4. The student's parent have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from self-

administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

### **Possession of Self-Administered Medications**

An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. The district will permit possession of medication for the treatment of a chronic health condition including, but not limited to, asthma or anaphylaxis on district property, at district-sponsored activities and in transit to and from school or activities in accordance with the law. The district will also permit the possession of other medications for the purpose of self-administration as required by the student's 504 Plan or IEP. The district may otherwise permit the possession of medications for self-administration in accordance with law. No student will be permitted to possess any medication unless the parent/guardian has submitted all required authorizations and releases in accordance with this policy.

### **Emergency Medication**

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes that can administered by the school nurse or other school employee trained and supervised by the nurse when the nurse or trained employee believes, based on his or her training, that a student is having a life-threatening anaphylactic reaction. In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine in good faith and according to standard medical practice.

Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes based on the recommendation of the school nurse, who will be responsible for maintaining an adequate supply. The school principal will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

### **Consequences**

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

### **Documentation**

A record documenting the student's name, date, time, name of medication, reason for administration, dosage administered and signature of the individual who administered the medication must be maintained.

FILE: JHCD  
Page 4

### **Storage**

All medications shall be stored in a locked cabinet located in the clinic or principal's office.

Adopted: April 5, 1982  
Revised: August 19, 1996

Revised: November 18, 1996  
Revised: January 20, 2004  
Revised: November 19, 2007  
Revised: June 21, 2010  
Revised: June 20, 2011

Legal Refs: Missouri Safe Schools Act, H.B. 1301 & 1298 (1966)

Fort Zumwalt School District, O'Fallon, Missouri

**ADMINISTRATION OF MEDICATIONS TO STUDENTS**  
**(Permission Form for Student to Self-Administer Medication)**

I hereby certify as follows:

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_  
\_\_\_\_\_, a student ("Student") in the Fort Zumwalt R-II School District ("District"), am  
legally authorized to make educational and health care decisions for the Student.

I hereby give my permission for the Student to self-administer \_\_\_\_\_  
[name of medication] and to retain such medication in his or her possession. This permission shall be  
effective for the current school year and must be renewed each school year.

I have provided the District with a written medical history of the Student's experience with his or her illness  
("condition"), a treatment plan for the condition prepared by the physician, and a plan of action for addressing  
any emergency situations that could reasonably be anticipated as a consequence of administering the  
medication and having the condition. I have and will continue to provide the school nurse or administrators  
with current duplicate prescription medications.

I have provided the District with written certification from the Student's physician stating that the Student (a)  
has the aforementioned condition and (b) is capable of, has been instructed in, and has demonstrated to the  
physician or designee the proper method of self-administration of medication. I understand that the Student  
will not be allowed to self-administer the medication in school until the school nurse observes the Student's  
technique and advises the Student in the self-administration of this medication.

I understand that the District and its employees or agents may disclose information provided in accordance  
with the foregoing paragraphs to administrators, nurses, teachers and other district employees as may be  
necessary to protect the health of the Student and to establish that the Student has been authorized to self-  
administer medication. I understand the District shall incur no liability for the disclosure of such information.

I understand that the District and its employees or agents shall incur no liability as a result of any injury arising  
from the self-administration of medications by the Student, absent any negligence by the District, its  
employees or its agents. I shall indemnify and hold harmless the District and its employees or agents against  
any claims arising out of the self-administration of medication by the Student.

I understand that this permission form is effective for the school year for which it is granted, and that a new  
permission form and supporting documentation as described above must be submitted for each school year.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

For District Use Only

I have observed \_\_\_\_\_ (Student's name) on  
\_\_\_\_\_ (date) satisfactorily demonstrating the proper technique for the self-administration  
of \_\_\_\_\_ (name of medication or device), for the treatment/emergency plan of  
\_\_\_\_\_ (medical condition).

\_\_\_\_\_  
Signature of School Nurse

\_\_\_\_\_  
Date

Adopted: November 19, 2007

Fort Zumwalt School District, O'Fallon, Missouri

**ADMINISTRATION OF MEDICATIONS TO STUDENTS**  
***(Physician Certification)***

I certify that I am a licensed physician authorized by law to prescribe medication.

I have prescribed or ordered \_\_\_\_\_ ("Medication") for \_\_\_\_\_  
("Student") to treat/manage \_\_\_\_\_ ("Condition").

I further certify that:

- I have instructed Student in the correct and responsible use of Medication.
- I have attached a treatment plan for managing Student's Condition.
- Student is capable of self-administering Medication in accordance with the treatment plan and has demonstrated to me or my designee the skill level necessary to self-administer Medication.

\_\_\_\_\_  
Printed Name of Physician

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Date

Adopted: November 19, 2007

Fort Zumwalt School District, O'Fallon, Missouri

## HIPAA PRIVACY POLICY

The District is technically a “covered entity” under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which among other things protects the privacy of personal health information of individuals. The District has this status because it provides health care services to some students. However, the District hereby designates itself as a “hybrid entity” under HIPAA, which means that only covered functions (student health services) are subject to the HIPAA privacy regulations in connection with student health records because those are already protected by another federal law: the Family Educational Rights and Privacy Act (FERPA). When dealing with student records, District officials are obligated and directed to safeguard student health information through compliance with FERPA.

Adopted: July 21, 2003

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT ALLERGY PREVENTION AND RESPONSE

The purpose of this policy is to create an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions. The best form of prevention for life-threatening allergies is avoidance of the allergen.

This policy applies to district facilities to which students have access and includes transportation provided by the district. The board instructs the superintendent or designee to develop procedures to implement this policy.

### **Identification**

Each school will attempt to identify students with life-threatening allergies, including food allergies. An allergic reaction is an immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions can range from mild to severe and can be life threatening. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

### **Prevention**

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An individual health plan (IHP), including an emergency action plan (EAP), may be developed for students with allergies.

All staff members are required to follow any IHP/EAP or Section 504 developed for a student by the district.

Staff members shall not use air fresheners, oils, candles or other such items intended to add fragrance in any district facilities. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances.

Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the district.

The district will not serve any processed foods, including foods sold in vending machines that are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in before- and after-school programs. This list will be available upon request.

Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

## Education and Training

In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication, including epinephrine, in accordance with standard medical practice.

## Confidentiality

Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual student with allergies will not be shared with students and others who do not have a legitimate educational interest in the information unless authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

## Response

Response to an allergic reaction shall be in accordance with established procedures, including application of the students Section 504 Plan or IHP/EAP. Information about known allergies will be shared in accordance with FERPA. Each building will maintain an adequate supply of epinephrine premeasured auto-injection devices to be administered in accordance with Board Policy.

Adopted: June 20, 2011

Cross Refs: AC, Prohibition Against Illegal Discrimination and Harassment  
 ADF, District Wellness Program  
 EF, Food Services Management  
 EFG, Free and Reduced-Cost Food Services  
 IGBA, Programs for Students with Disabilities  
 IGD, District-Sponsored Extracurricular Activities and Organizations  
 ICCA, Field Trips and Excursions

Legal Refs: § 167.208, RSMo.  
 Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400-1417  
 34 C.F.R. Part 300  
 The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794  
 34 C.F.R. Part 104  
 Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213  
 National School Lunch Act, 42 U.S.C. §§ 1751-1769h  
 Child Nutrition Act of 1966, 42 U.S.C. §§ 1771-1785  
 7 C.F.R. Parts 210, 220, 227

Fort Zumwalt School District, O'Fallon, Missouri

## **STUDENT GUIDANCE AND COUNSELING**

The district's comprehensive guidance program provides important benefits to all students at all grade levels by addressing their personal, social, academic and career development needs. The program is implemented in each attendance area and is considered an integral part of each school's educational program. It is implemented by certified school counselors with the support of teachers, administrators and students. The Fort Zumwalt School District guidance program will adhere to the standards of the Missouri Comprehensive Guidance Program and strive to meet the program goals in each of the following areas:

### **Personal and Social Development**

1. Assist students in gaining an understanding of self as an individual and as a member of diverse local and global communities by emphasizing knowledge that leads to the recognition and understanding of the interrelationship of thoughts, feelings and actions in students' daily lives.
2. Provide students with a solid foundation for interacting with others in ways that respect individual and group differences.
3. Aid students in learning to apply physical and psychological safety and promoting the student's ability to advocate for him- or herself.

### **Academic Development**

1. Guide students to apply the skills needed for educational achievement by focusing on self-management, study and test-taking skills.
2. Teach students skills to aid them as they transition between grade levels or schools.
3. Focus on developing and monitoring personal education plans, emphasizing the understanding, knowledge and skills students need to develop meaningful personal plans of study. Personal plans of study will be initiated for all students no later than eighth grade.

### **Career Development**

1. Enable students to apply career exploration and planning skills in the achievement of life career goals.
2. Educate students about where and how to obtain information about the world of work and postsecondary training and education.
3. Provide students the opportunity to learn employment readiness skills and skills for on-the-job success, including responsibility, dependability, punctuality, integrity, self-management and effort.

Adopted: August 21, 1995  
Revised: August 19, 1996  
Revised: July 17, 2006

Cross Refs: IL, Assessment Program

Fort Zumwalt School District, O'Fallon, Missouri

## SURVEYING, ANALYZING OR EVALUATING STUDENTS

### Inspection

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

### Consent Required

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

### Notice and Opportunity to Opt Out

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

### Notification of Policy and Privacy

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

Adopted: April 5, 1982  
Revised: August 21, 1995  
Revised: August 17, 1998  
Revised: July 18, 2005

Cross Refs: IGBA, Programs for Students with Disabilities  
IGBC, Parent/Family Involvement in Instructional and Other Programs  
JO, Student Records  
KI, Public Solicitation/Advertising in District Facilities

Legal Refs: 20 U.S.C. § 1232h  
§§ 610.010 - .028, RSMo.  
Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT SAFETY

The maintenance of healthful and safe conditions throughout the school district is a responsibility shared by the Board, superintendent, administrators, teachers, custodial and maintenance personnel and all other support staff.

The safety of students shall be assured through close supervision of students and through special attention to the following:

Maintaining a safe school environment (there shall be a periodic inspection of the physical condition of all buildings and grounds).

Observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities which offer special hazards.

Offering safety education to students as is relevant to particular subjects, such as laboratory courses in science, industrial and vocational education and health and physical education.

Providing first aid care for students in case of accident or sudden illness.

Adopted: April 5, 1982

Cross Refs: EB, Safety Program  
EBBA, First Aid  
EBBC, Accident Prevention and Eye Protection  
JHC, Student Health Services and Requirements

Fort Zumwalt School District, O'Fallon, Missouri

## SUPERVISION OF STUDENTS

The Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices or engaging in school-sponsored activities. Supervision must not be limited to the classroom, but must extend to the halls, playgrounds, lunch rooms, extra-curricular activities or any place where students gather on school property during the regular instructional or activities program. Teachers are encouraged to report violations of policy and/or regulations by students during the school day, while in attendance at school sponsored activities or when they observe rules and policies being violated. School personnel must report to administration any student involved in illegal activity. Teachers must not ignore such need under the pretext of not having been assigned a particular supervision.

School personnel assigned specific supervisory duties are expected to act as reasonable prudent adults in providing for the safety and welfare of the students in their charge. In keeping with this expected prudence, no teacher or other staff member will leave his or her assigned group unsupervised except as an arrangement made to take care of an emergency.

Adopted: April 5, 1982  
Revised: July 21, 2003

Cross Refs: JG, Student Discipline  
Professional Agreement, Nature of the School Day

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT SAFETY PATROLS

The responsibility of preparing students to live responsibly and safely is one prime objective of our schools. As such, school safety patrols may be established, by the Fort Zumwalt School District, to further this objective.

The school safety patrol shall be an integral part of the total school safety program and shall have as its purposes:

1. To help educate students in where, how, and when to cross streets en route from school to home and from home to school -- and at all other times.
2. To influence pupils to refrain from crossing streets at points other than at corners or other regular crossings;
3. To direct pupils to cross highways at times when the traffic and traffic signals make it safe to do so, and
4. To provide opportunities for the development of character, leadership, and cooperative school citizenship.

Students who serve as safety patrols shall be carefully selected and shall have the written consent of the parents/guardians. Rules and regulations shall be established for safety patrols. The safety patrols will be supervised by the building principal or his or her designee.

Adopted: April 5, 1982

Cross Refs: EB, Safety Program

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT BICYCLE USE

Students will be permitted to ride bicycles to school provided they observe reasonable safety rules. Each school within the Fort Zumwalt School District shall have a specific place for students to leave their bicycles during the school day. Students are encouraged to chain-lock their bicycles and they must assume complete responsibility for the operation and security of their bicycles.

Principals shall establish rules and regulations deemed necessary for the operation and parking of bicycles on school property. Each elementary school shall include bicycle safety instruction in its curriculum.

The following regulations pertain to bicycle use:

1. When a pupil enters the school grounds he or she is to take his or her bicycle directly to the nearest bicycle rack and place the bicycle in the rack. It is recommended that all bicycles be locked when placed in the rack. Students are not to ride bicycles on school grounds.
2. The school will not be responsible for bicycles.

The principal may rescind a pupil's privilege to ride a bicycle to school if he or she does not observe the above, or other school established rules relating to bicycle riding.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT AUTOMOBILE USE

Driving and parking on school property are privileges granted by the Board of Education to persons who have reason to be in the schools or on school property.

The Board of Education provides bus transportation to all eligible students. Therefore students should not drive to and from school unless it is absolutely necessary.

If it is necessary for students to provide their own transportation they must.

1. Register the vehicle
2. Display the sticker properly.
3. Provide proof of liability insurance at time of registration and as requested.
4. Use extreme caution and courtesy in driving.
5. Follow all rules and regulations as outlined in Board policy.

Students are not to be in their cars or move them during the school day without permission from school officials. The school parking lots are off limits to students, except before and after school as they are entering or leaving the school grounds. The school principal may revoke parking privileges if any situation disrupts the educational process.

Adopted: April 5, 1982  
Revised: July 15, 1991  
Revised: June 28, 1999  
Revised: July 17, 2000

Cross Refs: ECD, Traffic and Parking Controls

Fort Zumwalt School District, O'Fallon, Missouri

STUDENT AUTOMOBILE USE  
(STUDENT PARKING REGULATIONS)

In general, students are discouraged from driving to school, however, the Board recognizes that certain circumstances are warranted. For those instances where students drive a car to school, regulations have been established. These regulations are for the welfare and safety of all students, and it is important that drivers adhere strictly to the regulations. Violators will subject themselves to serious disciplinary action. The regulations are as follows:

1. Designated areas for student parking will be explained by the administration during registration.
2. Senior drivers will be approved on a request basis during August registration dates only. After registration, senior requests will be considered on the same basis as all other students. Provisions for driving will be considered for other students with approved reasons, including extracurricular activities and athletics provided they have a valid driver's license, purchase a permit and show proof of insurance.
3. The cost of parking permits will be \$35.00 or \$12.00 per activity season. The charge will cover printing of permits, maintenance of the parking lot, security systems, and other parking lot projects.
4. The parking permits will be color coded: (1) for students with legitimate reasons for leaving campus during the day (Tech School, COE, etc.); (2) for students who have no reason to leave during the school day; and (3) for students with temporary driving privileges.
5. Parking permits will be sold during registration. Students will not be allowed to drive to school prior to completing all parking regulation requirements.
6. All students driving a vehicle to school must register it with the school and display a parking permit on the front left windshield (driver's side), immediately above or below the state inspection permit.
7. As required by state law, proof of insurance should be kept in student's car. If a student's insurance should expire or change it is their responsibility to notify administration. Failure to notify administration may result in loss of driving privileges and disciplinary consequences.
8. All alcohol or drug related suspension of students will result in a one-year revocation of driving and parking privileges, effective with the first suspension day.
9. Students not using their assigned parking space at least 70% of the time will have their parking permit withdrawn.
10. Careless and reckless driving while on the way to and from school may result in revocation of driving and parking privileges of a short or long-term duration. However, all careless and reckless driving violations on the school parking lot will result in the revocation of driving and parking privileges for the school year. These violations include, but are not limited to, the following:
  - A. Excessive speed on parking lot - speed limit is 15 mph.
  - B. Driving on grass.
  - C. Careless and imprudent handling of vehicle.
  - D. Passengers not riding inside vehicle.
11. Parking shall be between the yellow stripes. Parking will not be permitted along the driveways or any area designated as no parking either by sign or yellow curbing.
12. All parking spaces are reserved and will be assigned at the time of registration. Students should not park in handicapped or visitor parking spaces.

13. Gates will be closed as soon as possible after the start of the school day (8:00 a.m.) and will not be opened until 2:15 p.m. All drivers entering or leaving the high school campus between these times will do so through the designated entrance.
14. Upon entering the parking lot, students should park and lock their vehicles and proceed into the building with their books and homework assignments. No loitering in the parking lot will be permitted. The only students on the parking lot during school hours should be those students with permission to leave early, i.e., COE and Lewis & Clark Vo-Tech students.
15. Student drivers who are habitually late to school will be subject to loss of driving privileges per the student discipline guidelines.
16. Students driving to school without permission will receive disciplinary actions as follows:
  - 1<sup>st</sup> Offense – Four (4) hours of detention
  - 2<sup>nd</sup> Offense – Eight (8) hours of detention
  - 3<sup>rd</sup> Offense – Five (5) days of in-school suspension
  - 4<sup>th</sup> Offense – Ten (10) days of in-school suspension
17. Students follow all rules and regulations as outlined in Board policy.
18. The school principal may revoke parking privileges if any situation disrupts the instructional process.

Approved            September 3, 1981  
Reaffirmed:        April 5, 1982  
Revised:            June 6, 1983  
Revised:            August 1, 1983  
Revised:            January 16, 1984  
Revised:            June 16, 1986  
Revised:            August 21, 1989  
Revised:            August 19, 1991  
Revised:            August 16, 1993  
Revised:            August 19, 1996  
Revised:            July 21, 1997  
Revised:            June 28, 1999  
Revised:            July 17, 2000  
Revised:            August 19, 2002  
Revised:            June 28, 2007  
Revised:            June 28, 2010

Fort Zumwalt School District, O'Fallon, Missouri

## REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT

### **Public School District Liaison**

The superintendent shall designate an employee to serve as the public school liaison. The liaison shall develop protocol in conjunction with the chief investigator of the local division office of the Children's Division (CD) to ensure information regarding the status of a child abuse or neglect investigation is shared with appropriate school personnel.

The liaison will also serve on multidisciplinary teams used in providing protective or preventative social services along with law enforcement, the juvenile officer, the juvenile court and other agencies, both public and private.

### **Reporting Child Abuse/Neglect**

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect or observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect will immediately report or cause a report to be made to the building principal or his or her designee, who will then become responsible for making a report via the Child Abuse Hotline (1-800-392-3738) to the Children's Division (CD) as required by law. The building principal will make the superintendent aware that a report has been made, and will keep him aware of the status of the case.

The school, as a mandated reporter, will be entitled upon request to the local CD office or to the social worker completing the investigation to information on the general disposition of the report. The school may also receive findings and information concerning the case, if requested. The information should be shared with the staff member who originated the report, but should not be released to anyone else without written authorization from CD. Parents/Guardians should be referred to CD for information regarding the investigation. Parents or legal guardians have access to the CD records after the investigation is completed, except that the identity of the reporter is not released.

Any person, who in good faith participates in the making of such reports, or in any judicial proceeding resulting therefrom, will be immune from civil or criminal liability. It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

### **Investigating Child Abuse/Neglect**

When the CD receives a child abuse report alleging that an employee of a school district has abused a student, the report is immediately referred to the superintendent (or the president of the School Board in situations concerning the superintendent), who will conduct an initial investigation. If the report relates to the use of reasonable physical force against a student for the protection of other persons or property by any district personnel, or if it is determined that the sole purpose of the report is to harass a school employee, the superintendent, Board president or the Board president's designee will jointly investigate the matter with the juvenile officer of law enforcement officer designated by the juvenile officer. The superintendent and Board president are authorized to contact and utilize the district's attorney to assist in the investigation. Findings and conclusions will be issued as required by law.

All other reports of any nature will be immediately returned to the CD for investigation, and the superintendent will take no further action.

The superintendent will prepare and implement procedures as necessary to accomplish the intent of this policy and of the law.

Adopted: April 5, 1982  
Revised: June 3, 1985  
Revised: October 3, 1988  
Revised: December 3, 1990  
Revised: August 21, 1995  
Revised: November 18, 1996  
Revised: June 18, 2001  
Revised: June 20, 2011

Legal Refs: §§ 160.261, 210.110 -.165, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

## REPORTING CHILD ABUSE

The following procedures are to be used in reporting child abuse and/or neglect.

Child abuse and child neglect are defined as follows:

Abuse: Any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for his or her care, custody, and control.

Neglect: Failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, or medical, surgical, or any other care necessary for his/her well-being.

A referral for suspected abuse and/or neglect will be made by the building principal (or the Assistant Superintendent - Special Services in the absence of the building principal.) The teacher must make a referral to the building principal. The principal will have the teacher complete the appropriate section of the referral form, contained within the District Health Care Handbook. The building principal, when appropriate, will have the counselor and the nurse interview and observe the child and complete the appropriate sections of the referral form. After the principal meets with these persons, referral to the Division of Family Services may be made by calling the HOTLINE and providing information as reported on the referral form. The building principal will be named as the "reporter" for the case worker from the Division of Family Services.

An intake counselor will make a visitation to the home or school within 24 hours of the HOTLINE referral. State law permits DFS investigators to interview children at school without prior parental consent. Within 48 hours of the referral, the intake counselor will contact the reporter of the referral.

No written correspondence will be received by the school from the Division of Family Services. The caseworker from the Division of Family Services is available to come to the school for staffing purposes if requested by school officials.

If any questions arise regarding the need for a referral or follow-up to a referral, the St. Charles office of the Division of Family Services should be contacted with specific concerns.

Approved: January 3, 1983  
Revised: June 3, 1985  
Revised: August 19, 1996  
Revised: July 21, 2003

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT AWARDS AND SCHOLARSHIPS

The Board encourages the professional staff to maintain a set of criteria and procedures for presenting letters or other suitable awards to students for scholarship and distinguished service in any school activity. In all cases, the relationship between the award and the relevant goal or goals of the schools should be pointed out.

All honors, awards and scholarships given by or through the school district will be conferred under the supervision of the building principal(s).

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

## WORK CERTIFICATES

Under state law, children between the ages of 14 and 16 must first obtain a work certificate to be employed during the regular school year, as defined by the school calendar of the school the child attends. The Fort Zumwalt School District Board of Education believes that it is in the best interest of children to focus on educational opportunities and to delay entering the workforce until the student has proven successful in the classroom. The Board recognizes that there may be circumstances in which children may benefit from employment, and the Board will support the child's initiative to the extent that the child may be employed and still progress educationally.

District employees are directed to notify the Missouri Department of Labor and Industrial Relations if they receive information that indicates that a child is being employed without a certificate or if the nature or length of employment violates state or federal laws. In accordance with law, the district will not charge a fee for work certificates.

### **Authorized Employees**

By law the following district employees may issue work certificates:

1. The superintendent
2. A person holding a student services certificate who is authorized in writing by the superintendent.
3. A person designated in writing by the superintendent when the person with a student services certificate is not available or, if the district does not employ a person with student services certificate, when the superintendent is not available.
4. A principal or another administrator designated by the principal, but only for students attending the school he or she administers.

Authorize district employees will only issue work certificates in accordance with law and when they are satisfied that employment will serve the best interest of the child. Except as permitted for home-schooled students, no district employee may issue a work certificate to his or her own child.

### **Work Certificates Issued by a Fort Zumwalt School District Principal or Designee**

Prior to issuing a work certificate to a Fort Zumwalt School District student, a principal or a person designated by a principal to issue work certificates will provide a self-certification that he or she understands the requirements in existing laws for issuing a work certificate. A copy of this self-certification will be maintained in the personnel record of the principal or designee.

The principal or designee will submit a copy of each work certificate he or she issues, along with copies of supporting documentation, to the superintendent. The superintendent may revoke the work certificate if the superintendent becomes aware of any grounds upon which the student may be deemed ineligible for a work certificate under existing law. The superintendent will provide the student and the person employing the student written notice of the revocation and the reasons for the revocation.

### **Work Certificates Issued to Residents Not Enrolled in the District**

In accordance with law, the superintendent or persons authorized by the superintendent other than principals or principal designees may issue work certificates to children living in the district who are not students of the district. These children must supply the same documents the authorized employee requires for district students. Children who are home schooled or educated by a private tutor must receive work certificates from their primary education provider.

### **Cancellation**

If an authorized employee is notified that a work certificate has been improperly granted or illegally used or that the child is being injured, or is likely to be injured, by the employment, the authorized employee will cancel the work certificate. The authorized employee will provide the child and the person employing the child written notice of the cancellation and the reasons for the cancellation.

### **State Notice and Recordkeeping**

When issued, the authorized employee will send the work certificate directly to the employer. The authorized employee issuing a work certificate will send a copy of each work certificate issued and notice of the revocation or cancellation of any work certificate to the Missouri Department of Labor and Industrial Relations, in accordance with law.

Copies of work certificates issued and supporting documentation will be maintained in a district student's file. Work certificates returned by employers will be maintained in the district student's file along with documentation regarding cancellation or revocation of work certificates. If the superintendent or designee issues a work certificate for children residing in the district who are not students of the district, copies of the work certificate, supporting documentation and other relevant information will be maintained in the central office.

Adopted: April 5, 1982  
Revised: August 15, 1994  
Revised: August 19, 1996  
Revised: June 20, 2011

Legal Refs: §§ 294.011 -.110, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT FINES AND CHARGES

The Board of Education shall adopt all charge schedules consistent with the laws of the State of Missouri

The superintendent is expected to protect taxpayers of the school district by making every effort to collect all bills due the district. Although the intention is not to jeopardize the educational opportunities of pupils because of the oversight or the financial inability of parents, the Board of Education believes there are important educational values to be learned concerning the payment of obligations. Therefore the superintendent will take every fair and reasonable action to insure receipt of payment for fines, vandalism and services.

Pupils owing fines for damage to textbooks, library books and district materials may be denied the use of same until such bills have been paid.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardians or the student, in accordance with law, and yet be treated as confidential information.

The Board of Education shall, upon the recommendation of the superintendent, adopt a plan whereby all pertinent student information shall be recorded and adequately safeguarded.

It will be the responsibility of the superintendent to provide for the proper administration of student records in keeping with the state law and federal requirements and to standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, ensure the maintenance and security of the records in his or her building and formulate a plan for recording the school activities of all students.

A parent, including a noncustodial parent, will have the right to inspect and receive copies of his or her child's records as allowed by law.

School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232(b)(1)(E).

Information received by the district regarding a student from the juvenile divisions of the circuit courts and the state Department of Social Services, Mental Health, Elementary and Secondary Education and Health will be kept strictly confidential. The district will be subject to the same confidentiality requirements as are imposed on the departments that originally collected the information.

State law requires that the juvenile officer, sheriff, chief of police or other appropriate law enforcement authority notify the superintendent or the superintendent's designee in writing when a petition is filed in juvenile court alleging that a student has committed one of the crimes listed in §167.115, RSMo. Furthermore, the juvenile office or the prosecuting attorney or their designee will send a second written notification to the superintendent providing the disposition of the case. The district will retain these notifications and upon the transfer of the student, the district will forward the notifications to the superintendent of the new school district in which the student has enrolled.

State law requires the juvenile officer or an employee of the Division of Family Services to notify the superintendent or his/her designee in writing in some instances when a currently enrolled student or a student seeking enrollment has been taken into juvenile custody. The information shall not be part of the student's permanent record.

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Legal Refs: 20 U.S.C. § 1232 g  
Family Educational Rights and Privacy Act of 1974, (20 U.S.C. § 1232(g)  
§§ 167.020, .112, .115, 210.865, 452.376, 610.010 - .028, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

## STUDENT RECORDS

### **DEFINITIONS**

For the purposes of this policy, the following terms are defined:

**Student** - any person who attends or has attended a school in the school district and for whom the District maintains education records.

**Eligible Student** - a student or former student who has reached age 18 or is attending a post-secondary school.

**Parent** - either natural parent or a student, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

**Education records** - any record (in handwriting, print, tapes, film, computer, or other medium) maintained by the school district or an agent of the district which contains information directly related to a student, *except*:

1. Records kept in the sole possession of the maker of the record, used only as a person memory and not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records created and maintained by the school district for law enforcement purposes.
3. An employment record which relates exclusively to an individual in his or her capacity as an employee of the school district and which is not available for any other purpose.
4. Alumni records which contain information about a student after he or she is no longer in attendance at the district and which do not relate to the person as a student.

### **EDUCATION RECORDS - PROVISIONS AND GUIDELINES**

#### A. General

1. Educational records shall be retained according to the guidelines set forth in the Missouri Public Schools Records Manual.
2. Teacher and staff comments on student records will be confined to matters related to student performance. Value judgments will be excluded from the record.
3. It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized in accordance with the law.

#### B. Review of Student Records

1. Education records shall be open for inspection by parents of a student or an eligible student. A parent may be denied access to their child's record if a court order or divorce decree removes that parent's right to have knowledge about and/or to participate in the child's education. Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.
2. If the eligible student or parents/guardians believe that the data in the student's record is inaccurate or improperly recorded they may challenge the information by following the appeals procedures outlined in Item E of this regulation.

3. Staff members who have a legitimate interest and need will be allowed information concerning the record of any student. The principal will ensure that such use will be limited to specific needs for providing the student with educational services.
4. The school district will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

C. Annual Notification of Rights to Parents/Guardians and Students

1. A summary of the major provisions of the Family Educational Rights and Privacy Act shall be made available to students and parents/guardians by publication in the student handbook(s) or by distributing notification to the parents/guardians or eligible student at the beginning of the school year.
2. Annual public notice should be presented to parents or eligible students that "Directory Information" will be released as deemed necessary by school officials. The school district designates the following items as "Directory Information": students' name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's directory information and to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as directory information without prior written consent.

D. Release of Student Records

1. Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student subject to the following exceptions:
  - a. The district may disclose student record information without consent when the disclosure is:
    1. To school officials who have a legitimate educational interest in the records.  
A school official is:
      - A person employed by the district as an administrator, supervisor, instructor, or support staff member, including health medical staff.
      - A person elected to the School Board.
      - A person employed by or under contract to the district to perform a special task, such as an attorney, auditor, etc.
      - A person who employed by the school district's law enforcement unit.A school official has a legitimate educational interest if the official is:
      - Performing a task related to a student's education.
      - Performing a task related to the discipline of a student.
      - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
      - Maintaining the safety and security of the campus.
    2. To officials of another school, upon request, in which a student seeks or intends to enroll.
    3. To comply with a judicial order or a lawfully issued subpoena.

4. To individuals requesting directory information so designated by the district in Item C of this regulation.
  5. In connection with a student's request for a receipt of financial aid to determine the eligibility amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  6. To appropriate parties in a health or safety emergency.
- b. The district may disclose student record information if the parent or eligible student has been notified and provided at least three (3) working days within which to view such records when the disclosure is:
    1. To organizations conducting certain studies for or on behalf of the district.
    2. To accrediting organizations to carry out their functions.
    3. To parents of an eligible student if the student is a dependent for income tax purposes.
  - c. The district may disclose student record information to governmental entities if the school district has obtained within the current school year and has on file prior written permission of the parent or eligible student to release such records and the parent or eligible student has been notified and provided at least three (3) working days within which to view such records.
  - d. Pursuant to the Family Educational Rights and Privacy Act, the district may disclose student record information to certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with audit or evaluation of certain state and federally supported education programs as allowed by law. The district may consult with legal counsel prior to releasing student record information to such officials.
2. A fee per copy of official records may be assessed to all graduates or other students who have terminated their education. This fee represents copying charges and postage only.

#### E. Appeals Procedures

Parents or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Parents or the eligible student must ask the school district to amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy rights.
2. The school district may comply with the request or it may decide not to comply. If it decides not to comply, the district will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, the school district will arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or student may be assisted by one or more individuals, including an attorney.
5. The school district will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If the school district decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.
7. If the school district decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the school district discloses the contested portion of the record, it must also disclose the statement.

F. Refusal to Provide Copies

The school district reserves the right to deny a parent or eligible student a copy of the student's education records in the following circumstances, unless failure to provide a copy would effectively prevent the parent or eligible student the right to inspect and review the records:

1. The parent or student has an unpaid financial obligation to the school district.
2. The education record requested is an exam or set of standardized test questions. (an exam or standardized test which is not directly related to a student is not an education record subject to FERPA's access provisions.)
3. The parent or eligible student lives within commuting distance of the school district.

When the school district receives a request for records from another school district enrolling a student who had previously attended the district, a response shall be made to the request within five (5) business days of receiving the request. A student's transfer records are those referred to in section G as cumulative school records, including discipline records.

G. Types, Locations and Custodians of Education Records

The following is a list of the types of school records that the district maintains, their location, and their custodians.

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
<u>Cumulative School Records</u> , including discipline records (Current students)	School principal's office	School principal
<u>Cumulative School Records</u> , including discipline records (Former students)	School principal's office	School principal
<u>Health Records</u>	School principal's office	School principal
<u>Occasional Records</u> (Student education records not identified above, such as those in superintendent's office, in the school attorney's office, or in the possession of teachers.)	School principal's office	School principal

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